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# STANDING ORDERS

OF THE

## LONDON COUNTY COUNCIL.

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### COUNCIL MEETINGS.

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#### GENERAL.

1.—[The sixteenth of March, or such other day within ten days after the eighth of March as the Council may from time to time fix shall be the ordinary day of election of the chairman and of the aldermen. *County Councils (Elections) Act, 1891.* Day for election of chairman, &c.]

The meeting shall be at three o'clock in the afternoon.

2.—[The election of chairman shall be the first business transacted on the day of election. *M. C. Act, 61 (2).* Election to be first business.]

3.—[The election of aldermen shall be held immediately after the election of the chairman. *M. C. Act, 60 (2).* Election of aldermen.]

4.—The appointment of vice-chairman and deputy-chairman shall follow immediately after the election of aldermen, or, if no aldermen are to be elected, then immediately after the election of the chairman. Vice-chairman and deputy-chairman.

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\* *The paragraphs within brackets are statutory provisions.*

Ordinary  
meetings.

5.—The Council shall meet at three o'clock in the afternoon of Tuesday in each week, unless otherwise specially ordered by the Council. The Council may, if it think fit, adjourn over any period.

Open to public.

6.—All meetings of the Council shall be open to the press and the public.

Special meeting.

7.—[The chairman may at any time call a meeting of the Council. If the chairman refuses to call a meeting after a requisition for that purpose, signed by twenty members of the Council, has been presented to him, the members of the Council signing the requisition may forthwith on that refusal call a meeting. If the chairman (without so refusing) does not within seven days after such presentation call a meeting, the said members of the Council may, on the expiration of those seven days, call a meeting. *L.C.C. General Powers Act, 1893, Sched.*]

Notice of  
meeting.

8.—[Forty-eight hours at least before any meeting of the Council, notice of the time and place of the intended meeting, signed by the chairman, or, if the meeting is called by members of the Council, by those members, shall be fixed on the offices of the Council. Where the meeting is called by members of the Council, the notice shall specify the business to be transacted thereat. *L.C.C. General Powers Act, 1893, Sched.*]

Contents and  
delivery of sum-  
mons to meeting.

9.—[Forty-eight hours at least before any meeting of the Council, a summons to attend the meeting, specifying the business proposed

to be transacted thereat, and signed by the clerk of the Council, shall be left or delivered by post at the usual place of abode of every member of the Council. *L.C.C. General Powers Act, 1893, Sched.*]

10.—[Want of service of the summons on any member of the Council shall not affect the validity of a meeting. *L.C.C. General Powers Act, 1893, Sched.*]

Want of service  
of summons.

11.—[No business shall be transacted at a meeting other than that specified in the summons relating thereto, except any matters of urgency brought up in accordance with any standing order made by the Council. *L.C.C. General Powers Act, 1893, Sched.*]

Business limited  
by summons.

12.—Matters which the chairman considers urgent and which have arisen too late to be specified in the summons may be brought before the Council by the chairman with the consent of a majority of the whole Council or of three-fourths of the members present.

Urgent matters.

13.—The Council may adjourn a meeting to any day or hour (as it thinks fit), but no business shall be transacted at an adjourned meeting except such as was set out in the summons for the meeting of which it is an adjournment.

Adjourned  
meeting.

14.—When a meeting is adjourned, notice of the adjourned meeting shall be sent to each member of the Council, specifying the business to be transacted.

Notice of ad-  
joined meeting.

15.—[The quorum of the Council shall be one-fourth (35) of the whole number of the Council. *L. G. Act, 1888, sec. 75.*]

Quorum.

Quorum at commencement of meeting.

16.—If at the expiration of fifteen minutes after the hour at which any meeting of the Council is appointed to be held a quorum shall not be present, no meeting shall take place.

Count out.

17.—If during any sitting of the Council the attention of the chairman be called to the number of members present, he shall count them, and if it be found that there is not a quorum present the Council shall stand adjourned.

Attendance book.

18.—Every member of the Council attending a meeting of the Council shall sign his name in the attendance book kept for the purpose.

Adjournment after four hours sitting.

19.—Any meeting of the Council which has sat continuously for four hours shall stand adjourned, unless an absolute majority of the members of the Council shall be then present, and by vote of a majority of those present shall determine to continue the sitting. Provided that whether the sitting is continued or not unopposed business shall be taken before the Council shall adjourn. [30-3-97]

Count out after four hours.

20.—It shall be competent to any member of the Council, at any time after the Council has sat continuously for four hours, to draw the attention of the chairman to the fact that an absolute majority of the members of the Council is not present. The chairman shall thereupon count the members present, and, if it be found that an actual majority is not present, he shall, after taking unopposed business, declare the Council adjourned. No such count shall be repeated within an interval of less than half-an-hour.

## CHAIRMAN OF COUNCIL MEETINGS.

21.—[At every meeting of the Council the chairman, if present, shall be chairman of the meeting. If the chairman is absent, then the vice-chairman or the deputy-chairman shall be chairman of the meeting. If the chairman, the vice-chairman, and the deputy-chairman are all three absent, then such member of the Council as the members then present shall choose shall be chairman of the meeting. *L.C.C. General Powers Act, 1893, Sched.*]

Chairman of  
Council  
meetings.

## BUSINESS AT COUNCIL MEETINGS.

22.—The order of business at every ordinary meeting of the Council is as follows—

Order of busi-  
ness.

*Minutes of previous meeting.*

*Petitions.*

*Opening of tenders.*

*Reports of committees.*

*Notices of motion.*

23.—The chairman may in his discretion bring forward any business at any stage.

*Minutes of previous meeting.*

24.—The minutes of the last meeting shall be taken as read, with a view to confirmation, provided that a copy of the minutes shall have been sent to each member of the Council twenty-four hours previously.

Minutes taken  
as read.

25.—No motion or discussion shall be allowed upon the minutes, except as to their accuracy; and any objection upon that ground must be made by motion.

Discussion on  
minutes.

*Petitions and deputations.*

26.—Petitions may be presented by members

Petitions.

of the Council immediately after the confirmation of the minutes, but the presentation of a petition shall not be accompanied by any speech or comment.

Petitions  
(Improper).

27.—If a petition presented to the Council be found, on examination by the Committee to which it has been referred, to be fictitious or in any way falsified, the Committee shall report the matter to the Council with any recommendation which they may think proper to make with regard to it.

Deputations to  
send memorial.

28.—Deputations wishing to be received by the Council shall be requested, in the first instance, to send in a memorial in writing, and the clerk shall bring the memorial before the committee concerned, which shall be authorised, if it see fit, to receive the deputation, and to report to the Council. If the committee is of opinion that the memorial is one which should be brought before the Council, the committee shall so report; and, if the Council shall so order, the deputation shall be invited to attend. If the matter in question concerns any particular electoral division, the members for such division shall be summoned to the committee meeting at which the memorial shall be considered.

Reception of  
deputations.

29.—A deputation shall not exceed ten in number, and only one member thereof shall be at liberty to address the Council, except in reply to questions from members of the Council, and the matter shall not be further considered by the Council until the deputation shall have withdrawn.



*Reports of committees.*

30.—Except as to any report which a committee may bring up as a matter of urgency (of which urgency the chairman of the Council shall be the judge), the reports and recommendations of committees shall be printed and sent to each member of the Council, so that the same may, in the ordinary course of post, be delivered at the address of each member in London at least forty-eight hours before the meeting of the Council at which they are to be considered.

Circulation of reports.

31.—Reports of committees which meet later than Thursday in any week are not to be brought up to the Council at the meeting immediately succeeding that of the committee, but are to be brought up one week later.

Bringing up of reports.

32.—Whenever a recommendation or proposal shall be made to the Council involving expenditure upon capital account of a sum of money exceeding £5,000, or for an application to Parliament for powers, the exercise of which when sanctioned by Parliament would involve such capital expenditure by the Council, the Council shall not be asked to vote upon such recommendation or proposal until seven days after the report containing it shall have been laid before the Council, and a report upon the financial bearings of the proposal shall have been submitted by the Finance Committee.

Proposals for expenditure exceeding £5,000.

Finance Committee to report on financial bearings of proposals.

33.—When the report of a committee is under consideration at an ordinary or adjourned meeting of the Council, any member of the Council may put a question to the chairman of the committee, or, in his

Questions on reports or work of committees.

absence, to the member of the committee bringing up the report. Such question must be upon a matter either arising directly out of the report, or be germane to the work of the committee concerned.

Order of reports.

34.—Reports of committees shall be taken in the following order:—Report of Finance Committee; report of General Purposes Committee; reports deferred from previous meetings; reports of other standing committees in the alphabetical order of their titles and in rotation; reports of special committees.

Moving report.

35.—The member bringing up a report shall move—"That the report be received"; and the chairman of the Council shall thereupon put the recommendations therein contained *seriatim* (unless for good cause he see fit to vary their order). If the Council agrees with a recommendation, the same shall forthwith become a resolution of the Council. The rest of the report shall stand on the responsibility of the committee.

Upon the motion that the report be received, if among other paragraphs there be one not containing a recommendation, it shall be competent for a member to move "That the report be received with the exception of paragraph No.—." No other motion shall be admitted nor shall it be permissible to object to the reception of a report except for reasons arising out of the report itself.

Recommendations in a report.

36.—The chairman of a committee or other member bringing up a report shall be held to move each recommendation contained in the report unless he shall have previously stated his disagreement with it.

37.—The chairman of a committee or other member bringing up a report may withdraw or amend any paragraph with the consent of the Council.

Withdrawal of part of report.

38.—It shall not be in order to move an abstract resolution on any paragraph of a report of any standing committee.

No abstract resolution to be moved.

39.—It shall not be in order to move at a meeting of the Council either an original motion or an amendment which would have the effect of increasing the expenditure of the Council. Any proposal in that direction must take the form of a reference to a committee for consideration.

Motions and amendments for increase of expenditure must be in the form of a reference to committee.

#### *Notices of motion.*

40.—Every notice of motion shall be in writing, signed by the member of the Council giving the notice. It shall be given to the clerk of the Council, and shall be entered in a book to be kept in his office, which book shall be open to the inspection of every member of the Council. A notice of motion which shall not have been received before one o'clock in the afternoon preceding the usual day for issuing the summons for any meeting of the Council shall not be specified in the summons for such meeting.

Form of giving notice of motion.

41.—Every notice of motion shall be relevant to some question affecting the administration or condition of London.

Relevancy of notice.

42.—All notices of motion shall be dated and numbered as received, and shall be entered by the clerk upon the agenda paper in the order

Order of notices.

in which they are received, save and except that notice of an amendment to a notice of motion shall be entered immediately after such notice of motion, irrespectively of the time at which notice of the amendment shall have been received.

Notices out of order.

43.—Before any notice of motion be placed on the agenda paper it shall be submitted to the chairman, who, if he be of opinion that it is out of order, shall cause the giver of the notice to be so informed.

Limitation of notices.

44.—No member shall have more than two notices of motion on the business paper at the same time.

Unopposed motions.

45.—In dealing with notices of motion the chairman shall first of all read out the number of each, and the name of the mover, so as to ascertain which motions are unopposed, and these last shall be passed forthwith. The chairman shall then call on the movers of the opposed motions in their order on the paper.

Opposed motions

Motions not moved.

46.—If a motion, notice of which is specified in the summons, be not moved either by the member who has given the notice, or by some other member authorised by him thereto in writing, when it comes on in due course, it shall be considered as dropped, and shall not be moved without fresh notice.

Opposed business.

47.—When a written notice of opposition to a motion on the summons paper shall have been lodged with the clerk at the table before or within one hour after the commencement of the meeting, such motion shall be considered as opposed business, not to be passed without discussion.

## GENERAL QUESTIONS.

48.—Any member desirous of putting a question as to the general work or procedure of the Council, shall reduce the same to writing and forward it to the clerk of the Council. Such question shall, if the chairman of the Council consider it in order, be answered at the next meeting of the Council, provided that it was received at the office not later than the first post on the day preceding such Council meeting.

No speech or discussion shall be allowed on any question so put.

## CONDUCT OF DEBATE.

49.—During the sitting of the Council, members shall be uncovered. They shall stand when speaking, and shall address the chair.

Question on general procedure.  
Members to be uncovered.  
To stand whilst speaking.

50.—A member who speaks shall direct his speech strictly to the motion under discussion, or to an explanation or a question of order.

Relevance.

51.—Whenever the chairman rises during a debate, any member then speaking, or offering to speak, is to sit down, and the Council is to be silent, so that the chairman may be heard without interruption.

Precedence of chairman.

52.—No speech shall exceed fifteen minutes in length without the consent of the Council.

Length of speeches.

53.—The chairman may call the attention of the Council to continued irrelevance, tedious repetition, unbecoming language, or any breach of order on the part of a member; and may direct such member, if speaking, to discontinue his speech, or, in the event of persistent dis-

Irrelevance, repetition, and disorder.

regard of the authority of the chair, to retire for the remainder of the sitting.

Offensive language.

54.—No member may impute motives or use offensive expressions in reference to any member of the Council.

Members to speak only once.

55.—No member shall address the Council more than once on any motion or amendment; the mover of an original motion may, however, reply, but he shall strictly confine himself to answering previous speakers, and shall not introduce any new matter into the debate. The right of reply shall not extend to the mover of an amendment which, having been carried, has become the substantive motion. After the reply, the question shall be put forthwith.

Question of order and personal explanation.

56.—Any member, whether he has spoken on the matter under discussion or not, may rise to a point of order, or in explanation, but such explanation shall be confined to some material part of his former speech which may have been misunderstood. A member so rising shall be entitled to be heard forthwith.

Chairman's ruling on questions of order.

57.—The ruling of the chairman on a point of order, or on the admissibility of a personal explanation, shall be final, and shall not be open to discussion.

Withdrawal of motion or amendment.

58.—A motion or amendment may be withdrawn by the mover with the consent of the Council, which shall be signified without debate, and it shall not be competent for any member to speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

## ORDER IN DEBATE.

59.—When a motion is under debate at any meeting of the Council, no further motion shall be received except the following:—

*To amend the motion.*

*That the consideration of the question be postponed.*

*That the Council do now adjourn.*

*That the debate be adjourned.*

*That the question be now put.*

*That the Council do proceed to the next business.*

*To amend the motion.*

60.—Every amendment shall be relevant Amendments to be relevant. to the motion on which it is moved.

61.—Every amendment shall be reduced to To be in writing. writing, signed by the mover, and handed to the chairman or to the clerk of the Council.

62.—Every amendment shall be read before To be read. being moved.

63.—No amendment shall be discussed or To be seconded. put to the Council until it shall have been seconded. The mover of an amendment shall have the right to nominate his seconder.

64.—A member shall not address the Council Number of speeches on amendments. more than once on an amendment. The right of reply shall not extend to the mover of an amendment, which, having been carried, has become a substantive motion. A member who has seconded an amendment in a formal manner shall be permitted afterwards to speak upon it.



Amendments  
after the first.

65.—Whenever an amendment upon an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of. If an amendment be carried, the motion as amended shall take the place of the original motion, and shall become the question upon which any further amendment may be moved.

Member may  
move only one  
amendment.

66.—No member shall be at liberty to move more than one amendment upon any motion.

Withdrawal of  
amendment.

67.—An amendment may be withdrawn by the mover with the consent of the Council which shall be signified without debate, and it shall not be competent for any member to speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

*That the consideration of the question be postponed.*

Postponement.

68.—Any member of the Council may, at the conclusion of any speech, move that the consideration of the question be postponed to any stated period, or *sine die*. Such a motion must be seconded, but it need not be reduced to writing. The mover may speak for not more than five minutes, but the seconder shall not be permitted to speak beyond formally seconding it. Upon such a motion being made, the mover of the question under debate may (without prejudice to his ultimate right of reply if the motion be not carried) be heard in reply for five minutes, after which the question shall be put without further debate.

Motion must be  
seconded.

Mover of original  
motion  
may be heard.



69.—If postponement to a stated period be carried, the motion shall be placed first on the list of motions for the day to which it has been postponed. Effect of motion being carried.

70.—The motion may be withdrawn by the mover, with the consent of the Council signified without debate. Withdrawal.

*That the Council do now adjourn.*

71.—Any member of the Council may at the conclusion of any speech move that the Council do now adjourn. Such a motion must be seconded, but it need not be reduced to writing. The mover may speak for not more than five minutes, but the seconder shall not be permitted to speak beyond formally seconding it. Upon such a motion being made the mover of the question under debate may (without prejudice to his ultimate right of reply if the motion be not carried) be heard in reply for five minutes, after which the question shall be put without further debate. If the motion be carried, the question under debate shall become a dropped motion. Time to move.  
  
Speeches thereon.  
  
Effect of motion being carried.

72.—A second motion that the Council do now adjourn shall not be made within half-an-hour, unless in the opinion of the chairman the circumstances of the question are materially altered. As to a second motion for adjournment.

No member shall move or second more than one motion for the adjournment of the Council. Limitation of right to move.

73.—On a motion for the adjournment of the Council, it shall be competent for the chairman, before putting that motion, to take Proceeding to unopposed business.

the pleasure of the Council as to whether it will proceed to the transaction of unopposed business. The motion may be withdrawn by the mover, with the consent of the Council signified without debate.

*That the debate be adjourned.*

Time to move. 74.—Any member of the Council may, at the conclusion of any speech, move that the debate be adjourned. Such a motion must be seconded, but it need not be reduced to writing. The mover may speak for not more than five minutes, but the seconder shall not be permitted to speak beyond formally seconding it. Upon such a motion being made, the mover of the question under debate may (without prejudice to his ultimate right of reply if the motion be not carried) be heard in reply for five minutes, after which the question shall be put without any further debate.

Speeches thereon.

Effect of motion being carried. 75.—If the motion be carried, the discussion shall be resumed at the next meeting of the Council, and the Council shall proceed to the next business on the paper.

Resumption of adjourned debate. 76.—On resuming an adjourned debate the member who moved its adjournment shall be entitled to speak first.

Second motion to adjourn debate. 77.—A second motion that the debate be adjourned shall not be made within half-an-hour.

Limitation of right to move. 78.—No member shall move or second more than one motion for adjournment of the same debate.

Withdrawal. 79.—The motion may be withdrawn by the mover with the consent of the Council signified without debate.

*That the question be now put.*

80.—It shall be competent for any member Closure.  
at the close of any speech to move, without  
debate, that the question be now put, and  
the motion if seconded shall, unless the  
chairman rule otherwise, be put forthwith.  
Should the motion be carried, the motion or  
amendment under debate shall be at once put.

*That the Council do proceed to the  
next business.*

81.—It shall be competent for any member How to move.  
at the close of any speech to move, without  
debate, that the Council do proceed to the next  
business, and, if the motion be seconded, it  
shall be put forthwith.

82.—When a motion is carried that the Effect of motion  
being carried.  
Council do proceed to the next business, the  
question under discussion shall be considered  
as dropped.

83.—A second motion that the Council do Second motion.  
proceed to the next business shall not be  
made within half-an-hour.

84.—The motion may be withdrawn by the Withdrawal.  
mover, with the consent of the Council signi-  
fied without debate.

#### VOTING.

85.—[Unless in any case otherwise provided Majority to  
decide.  
by statute, all acts of the Council, and all  
questions coming or arising before the Council,  
may be done and decided by the majority of  
such members of the Council as are present  
and vote at a meeting held in accordance with  
the provisions of this Act, the whole number

present, whether voting or not, not being less than one-fourth of the number of the whole Council. *L.C.C. General Powers Act, 1893, Sched.*]

City members  
not to vote on  
certain  
questions.

86.—[The county councillors elected for the city shall not act or vote in respect of any question arising before the County Council as regards matters involving expenditure on account of which the parishes in the city are not for the time being liable to be assessed equally with the rest of the administrative county to county contributions.—*L.G. Act, sec. 41, 6.*]

[This prohibition does not apply to the act of presiding at a meeting of the Council. *London Council (General Powers) Act, 1890, sec. 23.*]

Mode of voting.

87.—The mode of voting shall be by members rising in their places, or by a show of hands, unless ten members rising in their places demand a division, or the chairman think a division desirable, in which case the procedure shall be as follows—

Mode of  
proceeding on  
divisions.

- (1.) The chairman shall nominate two tellers for the “ayes” and two tellers for the “noes.”
- (2.) The clerk shall ring the division bell and turn a two-minute sand-glass kept on the table for the purpose. At the expiration of two minutes, and before the division is taken, the doors shall be closed, and thereupon no member shall enter or leave the council chamber, except for the

purpose of recording his vote, until the conclusion of the division.

- (3.) Previously to the tellers taking the division, the question before the Council shall be put again by the chairman, and every member then present (with the exception of the member occupying the chair, with whom it shall be optional whether he votes or not) shall record his vote either for or against the question.
- (4.) The "ayes" shall go through the lobby on the chairman's right, and the "noes" shall go through the lobby on the chairman's left, the votes being taken at the respective doors of exit. After all the votes have been taken, members shall re-enter the chamber by the two doors facing the chair.
- (5.) No member shall vote in a division unless he shall have been present when the question was put the second time.
- (6.) If a member shall go into the wrong lobby he shall not be allowed to correct his error, but, if he announces his mistake before the result of the division is declared, the fact shall be recorded in the minutes.
- (7.) When the members shall have resumed their places, the chairman shall announce the result of the division.

Casting vote  
of chairman.

88.—[In case of equality of votes, the chairman of the meeting shall have a second or casting vote.—*L.C.C. General Powers Act, 1893, Sched.*]

Mode of  
proceeding at  
election of  
officers, &c.

89.—When the Council is about to appoint to an office the value of which exceeds £300 a year, the committee making the preliminary selection is (unless otherwise ordered) to submit to the Council three candidates, indicating at the same time, if it think fit, the candidate whom it recommends the Council to appoint. If the Council, instead of adopting the recommendation of the committee, resolves to vote upon the three candidates submitted, the chairman is to put to the Council the three names in alphabetical order, each member of the Council being at liberty to vote for one or more as he thinks fit, and the name of the candidate who has received the fewest votes is to be struck out. The chairman is then to put the names of the other two candidates, and, having declared which of them has received the most votes, he is finally to put the question whether such candidate shall be appointed to the office. If a majority of the members present and voting vote in his favour he is to be declared to be appointed. If a majority of those present and voting vote against him, the matter of the appointment is to be referred back to the committee concerned.

#### MINUTES.

Signing of  
minutes.

90.—[Minutes of the proceedings of every meeting of the Council shall be drawn up and printed, and shall be signed at the same or the next ensuing meeting by the chairman of

the meeting at which the minutes are signed.  
*L.C.C. General Powers Act, 1893, Sched.]*

91.—The statements of the Finance Committee are to be recorded as addenda to the minutes of the Council, and to be signed as part of the proceedings of the Council. Finance statements.

92.—Copies of the minutes are to be sent to the vestries and district boards, the school board for London, and the metropolitan asylums board. Copies to be sent to public bodies.

## COMMITTEES.

### APPOINTMENT, CONSTITUTION, POWERS, AND DUTIES.

93.—[The Council may from time to time appoint committees, either general or special, and consisting of such number of persons as the Council may think fit, for any purposes which, in the opinion of the Council, “would be better regulated and managed by means of such committees.”—*M.C. Act, sec. 22.*] Appointments.

94.—The Council shall in the month of March every year appoint standing committees for the ensuing year. To be appointed in March.

Every standing committee shall hold office until the first meeting of its successor, except on the occasion of a new election of the Council. Period of office.

95.—The Council may appoint new committees at any time. At the statutory meeting in March in every year the Council shall, as its first business after the election of chairman, aldermen (if any), vice-chairman, and deputy-chairman, proceed to the appointment of the committees and to the settlement of the references to be made to them. New committees.



Councillor proposing special committee must bring up names.

96.—A member who has moved for and obtained the appointment of a special committee shall bring up to the Council at an early meeting the names of the members whom he proposes to form the committee, unless the Council shall otherwise order.

Asylums Committee.

97.—The Asylums Committee shall be subject to the general rules and regulations which apply to other standing committees, save and except that the provisions hereinafter contained as to estimates and financial procedure shall not apply, but there shall be substituted for them the special rules as to asylum finance set out in the reference to the Asylums Committee. (*See page 267.*)

Power to delegate powers and duties.

98.—[The Council may delegate to a committee, with or without regulations and conditions, the powers and duties transferred under the Local Government Act, except the power of making a rate or raising money. *L. G. Act, sec. 28 (2) (3), sec. 81 (3).*]

Alteration of reference.

99.—The powers and duties of committees shall be specifically delegated to them by the Council. The Council may at any time withdraw, extend, or modify any reference to a committee, so nevertheless that any proposition to withdraw or modify a reference shall first be referred to the committee concerned for consideration and report to the Council.

Transfer of reference.

100.—The Council may transfer any reference from one committee to another after such report as aforesaid.

Reference of new matter.

101.—The Council may from time to time refer any new matter to a committee.



102.—The mover of any new reference to a committee shall be summoned to attend the first meeting of the committee where the matter of such reference is considered, and shall be entitled to be heard thereupon.

Mover of new reference to attend.

103.—The chairman, vice-chairman, and deputy-chairman shall be *ex-officio* members of every committee and sub-committee.

*Ex-officio* members.

104.—Any member of a committee may resign his seat on the committee by a notice in writing, signed by him and sent to the chairman of the committee.

Resignation of seat on committee.

105.—[The existence of a vacancy or vacancies upon a committee does not affect the validity of any of its acts or proceedings. *M. C. Act, sec. 22 (4).*]

Effect of vacancy.

106.—Every vacancy in a committee shall be notified by the committee to the Council at its first meeting after such vacancy has arisen, and the chairman or some other member of the committee, upon notice of motion or upon the recommendation of the committee, may move to appoint a member of the Council whose name shall have been mentioned in the report or notice of motion to fill the vacancy, or the vacancy may be filled up by any other member of the Council nominated at the meeting.

Filling up vacancies.

107.—When two members on different committees agree to exchange from one committee to another, they shall notify the same to the clerk of the Council and the chairmen of the committees affected, and the matter shall be

Members changing from one committee to another.

brought forward by the committees in their reports at the next meeting of the Council. If the Council agree to the exchange, the same shall take effect forthwith.

### COMMITTEE MEETINGS.

Time of meeting. 108.—Each committee shall from time to time fix its own day and hour of meeting, and notify the same to the General Purposes Committee, which shall endeavour to arrange the days and hours of meeting of the various committees so that the same may not clash. If no arrangement can be arrived at which is satisfactory both to the General Purposes Committee and the committee concerned, then the matter shall be submitted to and decided by the Council.

Not to clash  
with Council  
meetings.

109.—No business shall be entered upon or transacted in any committee during the sitting of the Council except by special permission of the Council.

Summons to  
meetings.

110.—Every committee shall be summoned by the clerk of the Council, who shall send to each member of the committee a printed agenda paper, so that the same may in ordinary course of post be delivered at the address of each member in London at least twenty-four hours before the hour of meeting. Except in matters of urgency (of which the chairman of the committee shall be judge), no business shall be transacted at any meeting of the committee except such as is set out in the agenda paper. All notices of meetings shall be sent by letter post.

111.—The chairman of a committee may (through the clerk of the Council) call a special meeting of the committee at any time. A special meeting shall also be summoned if four members of the committee, by writing, request the chairman of the committee to summon it. The summons shall set out the business to be considered at such special meeting, and no other business than that so set out shall be considered at any special meeting.

112.—Every standing committee shall meet at least once in every month, in the calculation of which period holidays shall not be included. When any committee has failed to meet for a month, the clerk of the Council shall report the circumstance to the General Purposes Committee, which shall report it to the Council with such recommendation as it may think fit.

113.—[The place of meeting may be regulated by the Council, or, in default, by the committee itself. Such place of meeting may be either within or without the county. *L. G. Act, sec. 75 (21)., and sec. 82 (1).*]

114.—The ordinary place of meeting for committees shall be at the offices of the Council, but committees and sub-committees may arrange to meet elsewhere when they think fit.

115.—Each committee shall keep a separate attendance book, in which every member attending shall sign his name.

116.—Members of the Council shall have the right of attending any committee. They shall also have the right of speaking when

matters which specially concern the district they represent are under discussion.

Signature of  
non-members.

117.—Every member of the Council who attends a committee of which he is not a member shall enter his name in the attendance book of the committee, and shall write after his name the words “standing order.”

Quorum.

118.—[The Council may regulate the quorum of any committee. In default of the Council, the committee may from time to time direct what number shall form a quorum. *L. G. Act*, 82 (1).]

Not to be less  
than one-fifth.

119.—The quorum of a committee shall not be less than one-fifth of the number of its members, exclusive of *ex officio* members.

#### CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.

Selection of  
chairman.

120.—As soon as may be after the Council shall, in the month of March, have struck the standing committees and settled the references to them, the chairman of the Council shall call a meeting of each committee for the purpose of selecting a chairman. The selection of chairman shall be the first business of each committee, and until his selection the chairman of the Council shall preside at the committee.

Duties of  
chairman.

121.—The chairman of a committee shall preside at every meeting of the committee at which he is present. He shall be *ex officio* a member of every sub-committee appointed by the committee of which he is chairman. He shall be entitled to vote in the first instance, and in case of an equality of votes may give

a second or casting vote. Where he has not voted in the first instance he may, in case of an equality of votes, give a casting vote. He shall sign the minutes when the same have been passed by the committee. It shall be his duty, if present, to bring up the report of the committee to the Council, and to move the same, subject, however, to standing order No. 36, or, if absent, to make other provision for this purpose.

122.—Each committee may, if it think fit, appoint a vice-chairman. Appointment of a vice-chairman. A vice-chairman, if appointed, shall preside at the committee in the absence of the chairman. He shall, when presiding, have the same powers and rights of voting as those possessed by the chairman, and shall be *ex officio* a member of every sub-committee appointed by the committee. He shall, in the absence of the chairman, bring up the report of the committee to the Council, and move the same, subject however, to standing order No. 36.

123.—In the absence of the chairman and of the vice-chairman (if any), then a member of the committee chosen by a majority of the members present at the commencement of business shall preside at the meeting. He shall, when presiding, have the same powers and rights of voting as those possessed by the chairman. Temporary chairman.

124.—No member of the Council shall be chairman of more than one standing committee, other than the General Purposes Committee. Limitation of chairmen.

## COMMITTEE PROCEDURE.

Procedure.

125.—[The Council may make regulations as to the procedure of all or any of the committees. In default of the Council the procedure may be regulated by the committee itself. *L. G. Act, sec. 82 (1).*]

Committees to regulate procedure.

126.—Each committee shall, subject to these standing orders and any other orders hereafter made by the Council, regulate its own procedure.

## COMMITTEE AGENDA.

Clerk of Council to prepare.

127.—The clerk of the Council shall cause to be placed upon the agenda paper of each committee notice of all business which requires to be brought before such committee, and of all business whereof notice in writing, signed by a member of such committee, shall have been delivered at his office in due time. The statement of all business on the agenda paper shall, when possible, be made in a summarised form.

## VOTING.

Majority to decide.

128.—Every matter brought before a committee shall be decided by a majority of those present and voting. The voting shall be by show of hands. Any two members of the committee then present and voting may require the names of the persons voting, and the vote given, to be entered in the minutes. The chairman may vote in the first instance, and in case of an equality of votes may have a second or casting vote. Where a chairman has not voted in the first instance, he may, in the case of an equality of votes, give a casting vote.

Record of votes.

## MINUTES.

129.—Every committee shall make minutes of its proceedings, and cause the same to be duly entered in a book kept for the purpose. Minutes to be kept.

130.—At every meeting of a committee the minutes of the last meeting shall be read as the first business after the chairman has taken his seat, and, if accurate, shall be signed by the chairman. The minutes may be taken as read, provided the chairman shall have previously examined them and shall vouch for their correctness; subject, however, to any member of the committee then present requiring any or all of them to be read, in which case such minute or minutes shall be read accordingly. Proceedings as to minutes.

131.—No motion or discussion shall be allowed upon the minutes, except as to their accuracy, and any objection upon that ground must be made by motion. No discussion on minutes.

132.—The minute book of every committee shall be open for the inspection of any member of the Council during office hours. Inspection of minutes.

## REPORTS.

133.—[The Council may direct that any acts or proceedings of a committee need not be reported to it for approval. *L. G. Act, sec. 82 (2).*] Exception from report.

134.—[Subject to the above exception, all committees must report their proceedings to the Council, *L. G. Act, sec. 82 (2)*, and until otherwise ordered every act of a committee must receive the approval of the Council before being valid. *M. C. Act, sec. 22 (2).*] Rule as to report.



Monthly report. 135.—Every committee shall report at least once a month.

Form of report. 136.—The reports of committees shall, where necessary, contain the recommendations of the committee on the matter reported on. The report shall be divided into paragraphs, which shall be numbered consecutively. Every report presented by a committee to the Council shall be signed by the chairman of the meeting at which the report was agreed to.

Bringing up report. 137.—When both the chairman and the vice-chairman of a committee are absent from the meeting of the Council at which a report of the committee is to be presented, the report shall be brought up and moved by some other member of the committee who was present when the report was agreed to, and who shall have been deputed by the committee, or shall be called upon by the chairman of the Council to bring up the report.

Carrying out recommendations.

138.—After any recommendation of a committee has been agreed to by the Council, the same shall forthwith be carried out by the committee to which it is referred.

#### SUB-COMMITTEES.

Object of sub-committees.

139.—Any committee of the Council may appoint one or more sub-committees for any purpose within its reference which in its opinion can be more usefully carried out by a sub-committee. A sub-committee may be appointed for such time and subject to such limitations and conditions as to report and otherwise as the committee appointing it may from time to time think fit. The chairman and



vice-chairman of a committee shall be *ex-officio* members of every sub-committee of the committee of which they are chairman and vice-chairman.

140.—Every sub-committee, unless previously discontinued, shall cease at the same time as the committee appointing it. Limit of appointment.

#### GENERAL PROVISIONS AS TO COMMITTEES.

141.—Any two or more committees may confer together by mutual agreement as to any matter of joint interest. Conference of committees.

142.—Committees in conference together under the preceding rule may agree that the whole or part of any business or jurisdiction referred to one of them may be transferred to the other. Such agreement shall be reported to the General Purposes Committee, and by it, with such observations as it may have to offer, to the Council, the agreement not to take effect without the approval of the Council. Agreed transfer of jurisdiction.

143.—In every case where a resolution of the Council refers any matter of business to two or more committees, the committee first named shall take the initiative and invite the other committee or committees interested to a conference on the subject. Reference of same subject to more than one committee.

144.—No committee shall examine witnesses or take evidence unless specially empowered to do so by the Council. During the examination of witnesses by or before any committee, the proceedings shall be open to the press and the public, unless the committee shall otherwise order. Examining witnesses.

Communications  
by committee.

145.—No committee shall communicate with any outside person or authority except through the officer of the Council duly authorised for the purpose.

Officers.

146.—Where any member of the staff is employed solely in the service of any particular committee, it shall be competent for that committee to suspend or dismiss, or to give power to their chief permanent officer to suspend or dismiss, the officer or servant, or to do any other act which is necessary for the purpose of discipline, subject to the subsequent sanction of the Council.

Travelling  
expenses of  
members.

147.—When any committee, or any members thereof authorised thereto, shall visit for the purposes of the committee any parks, open spaces, bridges, drainage works, sewage works, sites of improvements or suggested improvements, asylums, industrial schools, surplus or vacant land, or other places outside the central offices, they shall be entitled to be recouped from the county fund an amount not exceeding the cost of locomotion to and from such places respectively and the offices of the Council; the recoupment to be made by the clerk of the committee in each case.

Refreshments  
for members.

148.—When any committee, or any members of a committee duly authorised, shall visit any asylum or industrial school under the control or management of the Council, they shall be entitled to avail themselves of the stores of such asylum or industrial school respectively on payment of their value.

149.—Any committee duly authorised to incur expenditure may delegate to any chief officer power to incur expenditure up to £20 for matters included in its reference and within the limits of its respective votes. Expenditure by chief officers.

150.—Any committee may within the limits of its respective votes at any time order, through the clerk of the Council, such printing, lithography, books, maps, or plans as it may require for the due carrying out of its reference, so nevertheless that no such order shall exceed £50 in amount. The clerk of the Council shall, whenever possible, demand from store the articles required, or transmit orders for them to contractors with the Council. Expenditure on printing, &c.

151.—Whenever a committee resolves to bring up to the Council a scheme involving the acquisition of land at a cost exceeding £1,000, a cartoon plan of the scheme shall be prepared in the proper department and hung in the Council chamber. Plans of schemes.

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## MISCELLANEOUS.

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### ANTIQUITY (OBJECTS OF).

152.—The officials of the Council are to watch for and collect any objects of antiquity which may be met with in excavations carried on by the Council, with a view to the preservation of such objects either in a special municipal collection, or in the British Museum, the Guildhall, or such other place as the Council may hereafter determine. As to collection and preservation.

## APPOINTMENTS.

Appointments  
under Council.

153.—No person shall be allowed to be a candidate for any office or situation in the gift or appointment of the Council who is a member of the Council, or who has been so within twelve calendar months of the date of the vacancy. This shall not apply to either of the offices of chairman, vice-chairman, or deputy-chairman.

Personal  
canvassing  
prohibited.

154.—Personal canvassing for appointments in the gift of the Council is strictly prohibited.

## CUSTODY OF TITLE DEEDS.

Arrangements  
for their  
custody.

155.—Securities by deeds, consisting of mortgages of rates made by vestries, district boards, and other public bodies, are to be placed in the custody of the Council's bankers. Title deeds to properties acquired for street improvements, artizans' dwelling schemes, and other purposes, agreements for leases and agreements for sales, and other agreements and contracts entered into by the Metropolitan Board or by the Council, and other original documents of a like kind, are to remain in the custody of the solicitor. Leases and counterparts of leases are to be placed so that access to them shall be authorised only in the presence of the solicitor, and the chairman and vice-chairman of the Corporate Property, &c., Committee.

156.—The chairman or vice-chairman of the Corporate Property Committee is authorised to give a written order to the bank to allow the bearer access to the deed boxes, and to take away a document therefrom.

## INSPECTION OF DOCUMENTS.

157.—The following regulations, made under the provisions of the Ballot Act, 1872, are to be observed with respect to the inspection of documents in the custody of the clerk of the Council, and to the fees to be paid for copies of documents, of which copies are directed to be supplied—

- (1.) The documents in the custody of the clerk of the Council, under “The Ballot Act, 1872” (other than ballot papers and counterfoils), shall be open to public inspection in the manner hereinafter mentioned.
- (2.) Any person desiring to inspect such documents shall give notice thereof in writing to the clerk of the Council, and state therein an address in the county to which a reply may be sent.
- (3.) On the receipt of any such notice the clerk of the Council shall within one day give notice in writing, making an appointment for the inspection at his office within two days after the receipt of the notice by him.
- (4.) The clerk of the Council shall also give notice in writing of the appointment to the chairman, vice-chairman or deputy-chairman, either of whom, if unable to attend, may request any member of the Council to do so on his behalf.
- (5.) The inspection shall take place between the hours of 10 a.m. and 4 p.m.

- (6.) The sealed packets of which inspection may be desired shall be opened, and after inspection shall be sealed up again in the presence of the chairman, vice-chairman or deputy-chairman, or the member of the Council attending the inspection.
- (7.) The person making the inspection shall not be entitled to take copies of any document at the time, but he may, before the packets are re-sealed demand to be furnished with copies of any of the documents inspected by him, in which case the sealing of the packets in which such documents were contained shall be postponed until the copies have been made, and the packets shall be re-sealed as soon as practicable by the clerk of the Council.
- (8.) Any person may make a request in writing to the clerk of the Council to be furnished with copies of any such documents, either with or without having made an inspection thereof; and the clerk of the Council, on obtaining a written authority from the chairman, vice-chairman, or deputy-chairman for the time being, shall open the necessary packets, supply such copies with all dispatch, and forthwith re-seal the packets.
- (9.) No packets opened under these regulations shall be re-sealed without a memorandum in writing, signed by

the clerk of the Council, being inserted therein, on which shall be stated—

- (a) The date of the opening;
  - (b) The names of the persons inspecting (if any);
  - (c) The documents (if any) of which copies were taken, and to whom they were supplied; and
  - (d) The date of the packets being re-sealed.
- (10.) There shall be paid to the Council by the person making any such inspection a sum of one guinea for each day, or part of a day, during which such inspection shall last.
- (11.) The Council may at any time order any packets to be opened and re-sealed from time to time for such purposes and in such manner as they shall determine and prescribe in each case.
- (12.) The charge for copies of documents made in accordance with these regulations shall be 2d. per folio of 72 words, such charge to cover the cost of all necessary forms and paper used for that purpose.

#### LEGISLATION.

158.—Any committee, before bringing up to the Council proposals for new legislation, shall be advised by the solicitor whether the Council has power to promote such legislation, and, in their report to the Council on the subject, the committee shall state the substance of the solicitor's report.

## LOANS.

Loans for  
permanent  
improvements.

159.—The Council will postpone all new loans for permanent improvements, which can be postponed without grave inconvenience, until Parliament has provided that the burden of all future loans for such improvements shall fall upon such persons as the law shall hereafter direct, all private contracts to the contrary notwithstanding. In order to carry this resolution into effect, every committee recommending a loan for a permanent improvement is to state in its report the circumstances which render the postponement of the loan inconvenient, and the amount of the annual burden which such loan will throw upon the ratepayers.

The Improvements Committee is to report to the Council any case in which an improvement is postponed owing to the above order.

## MEETINGS OF MEMBERS.

As to unofficial  
meetings of  
members.

160.—Whenever any group of members of the Council wishes to meet unofficially at the offices of the Council, the sanction of the chairman of the Council is to be previously obtained.

## MOTIONS TO RESCIND, AND NEGATIVED MOTIONS.

No motion to  
rescind within  
six months ex-  
cept on notice.

161.—No motion to rescind any resolution which has been passed within the preceding six months, nor any motion to the same effect as any motion which has been negatived within the preceding six months, shall be in order unless notice thereof shall have been given and specified in the summons, and the notice shall bear, in addition to the name of the



member who proposes the motion, the names of twenty other members; and when any such motion has been disposed of by the Council it shall not be competent for any member to propose a similar motion within a further period of six months.

This order shall not apply to motions which are moved by the chairman or other member of a committee in pursuance of the report of the committee. Not to apply to motions on committee reports.

#### PUBLICATIONS OF THE COUNCIL.

162.—The minutes of the Council shall be sold at the price of 6d. a copy, and the annual report of the Council, the annual abstract of accounts, and the annual estimates, each at 1s. a copy. The price of other publications, except in cases otherwise ordered, is to be at the rates of 1d., 2d., 3d., 4d., 6d., 9d., 1s., 1s. 3d., 1s. 6d., 1s. 9d., 2s. and 2s. 6d., and so on in multiples of 6d. Publications of the Council.

#### REFUSAL TO SERVE.

163.—[Every qualified person who, having consented to be nominated, has been elected to the office of chairman, alderman, or councillor, and who shall not accept the office, shall (unless within the statutory exceptions) pay to the Council a fine of £1 sterling. *M. C. Act, 1882, sec. 34.*] Fine for refusing to serve.

#### RESIGNATION.

164.—[Any person elected to any of the offices aforesaid may resign the same by writing, signed by him and delivered to the clerk of the Council, on payment of a fine of £1 sterling. *M. C. Act, 1882, sec. 36.*] Fine for resigning.

## SAMPLES AND CANVASSING FOR ORDERS.

165.—In all departments of the Council's service, and at all places under its control, personal canvassing for orders or leaving samples of goods by travellers and others is strictly prohibited. All communications respecting the supply of goods to the Council must, until further order, be addressed in writing to the clerk of the Council, Spring-gardens.

## SEAL.

To have two  
locks.

166.—The common seal of the Council shall be kept in some safe place, secured by two different locks, the two keys of one lock to be kept by the chairman and the deputy-chairman, and the two keys of the other by the clerk and the deputy-clerk.

Sealing of  
documents.

167.—All deeds and other documents to which the common seal of the Council shall require to be affixed shall be sealed in pursuance of a resolution of the Council or of a committee duly authorised thereto, and in the presence of either the chairman, vice-chairman, or deputy-chairman of the Council.

168.—It shall not be necessary that the seal be affixed during the sitting of the Council, but as a general rule all documents shall be sealed on the day following that on which the Council has ordered them to be sealed.

Sealing docu-  
ments, &c.,  
during  
vacations.

169.—The chairman, vice-chairman, and deputy-chairman, or either of them may, whenever the Council is in vacation, give such instructions as may be required by the officials of the Council with respect to matters which

will not admit of delay, and any one or more of them may direct the seal of the Council to be affixed to such deeds, notices, warrants, petitions or other documents as may be required for the transaction of business; provided that all such official acts shall in due course be reported to the Council.

170.—An entry of the sealing of every deed and other document to which the common seal shall have been affixed shall be registered in a separate book to be provided for the purpose, and signed by the chairman, vice-chairman, or deputy-chairman of the Council, in whose presence the document has been sealed. Entries of sealing.

171.—At each meeting of the Council the number of documents sealed since the previous meeting shall be reported, with a reference to the page of the seal register on which the particulars of such documents appear, and the register shall be laid on the table at each meeting so as to be accessible to all the members of the Council. Reports as to sealing.

#### THAMES AND LEE CONSERVANCY BOARDS.

172.—Any member of the Council appointed as a representative of the Council at the Thames Conservancy Board or the Lee Conservancy Board shall pay over to the Council any fee or consideration received from either of those Boards in respect of his services. Fees to be paid to Council.

#### TRAVELLING EXPENSES.

173.—When a committee having to select candidates for places under the Council invites applicants to attend, the committee when they Third-class fare to be allowed to invited candidates.

deem it advisable may pay to such applicants (other than the successful candidate) the third-class railway fare to and from their respective places of abode, but no other expenses.

#### SUSPENSION OF STANDING ORDERS.

Majority of Council, or of three-fourths present, can suspend.

174.—No standing order shall be suspended without the consent of a majority of the whole Council, or of three-fourths of the members present.

#### VOTES OF THANKS.

General Purposes Committee to be consulted, before submitting recommendation to Council.

175.—Whenever a committee is of opinion that the thanks of the Council should be communicated to any person or corporate body for services rendered, full particulars of the circumstances shall be placed by the committee before the General Purposes Committee, and their approval secured before the committee takes up a recommendation to the Council on the subject. [9-2-97]

#### INTERPRETATION.

Interpretation.

176.—Throughout these orders, if not inconsistent with the context, the term "Chairman" shall mean the chairman of a meeting of the Council for the time being.



STANDING ORDERS RELATING  
TO THE  
EXECUTION OF WORKS  
WITHOUT THE INTERVENTION  
OF A CONTRACTOR.



## EXECUTION OF WORKS WITHOUT THE INTER- VENTION OF A CONTRACTOR.

### *General.*

177.—All works ordered by the Council to be carried out without the intervention of a contractor shall, unless in any case otherwise ordered, in future be carried out by the manager of the Works department, who shall be responsible to the executive committee in the same way as a contractor would be. The Finance Committee shall have control of the finances of the department.

To be carried out  
by manager.

Any committee contemplating the execution of any work shall, before coming to a decision as to how the work shall be carried out, obtain an estimate from the proper officer. When the estimate is received if the committee should then decide to recommend the Council to have the work carried out without the intervention of a contractor, they shall, before reporting to the Council, refer such estimate, together with full plans and specifications, to the manager of the Works department for his examination and report.

Estimate, plans  
and specifica-  
tions to be  
submitted to  
manager before  
reporting to  
Council.

[20-7-97]

178.—The manager shall, unless in any case otherwise ordered, carry out jobbing works and repairs, including the work of the erection of hoardings, fans, and shoring.

Jobbing works.

[20-7-97]

179.—All works referred to the manager to carry out, for which bills of quantities and, where necessary, complete specifications and drawings are not supplied, shall be considered as jobbing works.

[20-7-97]

No committee, however, shall order a work to be carried out as a jobbing work unless it is satisfied that there is sufficient reason for not treating the work in question as an estimated work, and except as regards dangerous structure work and works undertaken on emergency, in every instance the committee shall have laid before it by the engineer, architect, or other certifying officer, as the case may be, a rough estimate of the cost.

A schedule of prices agreed upon between the manager of the Works department and the architect and engineer, upon which in respect of jobbing works the estimates, measurements, and certificates of the architect, engineer, or other certifying officer shall be based, shall be revised periodically. [20-7-97]

Certificate as to completion of work.

180.—The officer, under whose supervision the work has been carried out by the manager of the Works department, shall certify, as in the case of the contractor, as to the satisfactory completion of the work and the amount of his final estimate, or the value on the schedule of prices, as the case may be. [20-7-97]

### *Financial.*

Accounts to be kept of cost of all works.

181.—The accounts of the cost of all works executed by the Works department shall be kept by a Works accountant, whose office shall be at the Works department, Belvedere-road, but who shall report direct and be responsible to the Finance Committee for the accounts and for his staff. [20-7-97]

Accountant to be responsible to Finance Committee.

Supply of machinery, plant and material.

182.—When the Council shall have resolved to execute any works without the intervention



of a contractor, or shall have resolved, on the recommendation of the Finance Committee, to purchase any machinery, plant, or materials for stock, and shall have passed the necessary estimate of the cost of such works or such purchase, the Finance Committee shall have power to contract, on behalf of the Council, for the supply of machinery, plant and material.

Power to  
Committee to  
contract on  
behalf of  
Council.

[20-7-97]

183.—The manager shall report to the Finance Committee with regard to the purchase of materials, stores, plant, timber, machinery, horses and other things required by him for the execution of any work, or to be kept in stock at the Central yard.

Purchase of  
materials, &c.

[20-7-97]

184.—All questions arising between the manager and the Works accountant as to charges to be made in respect to transfers of materials, use of plant, handling, establishment expenses, stores, &c., &c., shall be decided by the Finance Committee.

Questions  
arising between  
manager and  
accountant.

[20-7-97]

185.—It shall be the duty of the manager to draw the attention of the executive committee to any case in which, during the execution of any work, it appears that the cost of the work will exceed the amount authorised, and to obtain such authority from that committee as may be required.

Attention to be  
called to cases in  
which it appears  
that the cost of  
the work will  
exceed amount  
authorised.

[20-7-97]

186.—It shall be the duty of the comptroller to advise the Finance Committee as to the regulations for the accounts of the Works department and from time to time to make test audits of such accounts, reporting thereon to the Finance Committee.

Regulations for  
accounts, and  
test audits.

[20-7-97]

Accountant to supply manager with any statement or information required.

187.—The Works accountant shall be required to furnish the manager with any statement or information he may desire as to the accounts generally of the works carried out by the department.  
[20-7-97]

Separate accounts to be kept of cost of each work.

188.—The regulations of the Finance Committee shall provide for separate accounts being kept of the cost of each work executed.  
[20-7-97]

Actual cost and final estimate to be laid before Committee.

189.—The actual cost and final estimate of a work shall be ascertained as soon as possible after completion of the work, and shall be forthwith laid before the executive committee and Finance Committee.  
[20-7-97]

Statements of estimated and actual cost of works to be submitted to Council half-yearly.

190.—Statements showing the estimated and actual cost of the works executed up to 30th September and 31st March, and reported to the executive committees concerned, shall be presented by the Finance Committee to the Council within three months of the aforesaid dates. Any report which an executive committee may desire to make to the Council shall be brought up to the Council at the same time as the statement submitted by the Finance Committee, and the Finance Committee shall, at the same time, if necessary, make such observations as to the general finances of the Works department as may appear desirable.  
[20-7-97]

Details to be given in statements.

191.—When there has been an original estimate of cost, such statements shall show (a) the amount of the estimate, (b) the amount of the final estimate if the original estimate has been amended by reason of certified addi-

tions or deductions, and (c) the amount of the certified actual cost of each work executed.

[20-7-97]

192.—In the case of jobbing works, which for this purpose are defined to be works in respect of which bills of quantities, complete specifications and drawings have not been supplied, the accounts shall show (a) the schedule value ascertained in accordance with the schedule of prices and (b) the certified actual cost, and shall be presented to the executive committees concerned from time to time as the works are completed, the totals being subsequently reported to the Council at the same time as the half-yearly statements referred to in Standing Order No. 190.

Jobbing works accounts.

[20-7-97]

193.—A separate statement, showing as regards all works executed by the Works department since its creation the totals of the actual cost and of the final estimates or the amount of the schedule value of such works as the case may be, shall be presented by the Finance Committee to the Council with each half-yearly statement referred to in Standing Order No. 190.

Statement as regards all works executed by Works department since its creation to be submitted half-yearly.

[20-7-97]

194.—In the case of any work the actual cost of which has exceeded the original estimate or the final estimate, as the case may be, the executive committee shall obtain the approval of the Council to the amount of the excess.

Excess votes.

[20-7-97]



STANDING ORDERS RELATING  
TO  
TENDERS AND CONTRACTS,  
AND TO  
WAGES AND HOURS OF LABOUR.

## TENDERS AND CONTRACTS.

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CONTRACTS—(RETENTION MONIES).

Schedule of  
retention monies  
on contracts.

195.—Instead of requiring contractors for works to furnish sureties for the due performance of their contracts, percentages on the amounts of the contracts according to the following schedule are to be retained by the Council—

## SCHEDULE.

Percentage.	Amount of contract.	Value of work to be executed by way of advance is made to contractor, and payment for which is to be deferred until after completion of works.	Amount in hand when half the work is done, 90 per cent. having been advanced on such work beyond first retention.	Amount in hand when 50 per cent. of retention money is paid to contractor on completion of works.	Amount in hand when second advance of 25 per cent. is made three months after completion of works.	Final payment six months (or such other period as may be specified in the contract) after completion of works.
20	£ 2,000	£ 400	£ 460	£ 230	£ 115	£ 115
18	5,000	900	1,060	530	265	265
15	10,000	1,500	1,850	925	462 10	462 10
12½	15,000	1,875	2,437 10	1,218 15	609 7	609 7
10	20,000	2,000	2,800	1,400	700	700
10	30,000	3,000	4,200	2,100	1,050	1,050
8	50,000	4,000	6,100	3,050	1,525	1,525
7	70,000	4,900	7,910	3,955	1,977 10	1,977 10
6	100,000	6,000	10,400	5,200	2,600	2,600
5	150,000	7,500	14,250	7,125	3,562 10	3,562 10
5	200,000	10,000	19,000	9,500	4,750	4,750
4	300,000	12,000	25,800	12,900	6,450	6,450
4	500,000	20,000	43,000	21,500	10,750	10,750





contractor. The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice, save in regard to the said matters or things expressly excepted above, and to determine all matters in dispute which shall be submitted to him, and of which notice shall have been given as aforesaid in the same manner as if no such certificate, opinion, decision, requisition, or notice had been given. Upon every or any such reference the costs of and incidental to the reference and award respectively shall be in the discretion of the arbitrator, who may determine the amount thereof or direct the same to be taxed as between solicitor and client or as between party and party, and shall direct by whom and to whom and in what manner the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the Arbitration Act, 1889.

[30-11-97]

The principle of the foregoing clause is to be applicable to the settlement of any questions that may arise between officers of the Works department and the certifying officers of the Council in connection with works carried out by the manager of Works department.

To apply in settlement of questions arising in connection with works carried out by Works department.

For the purpose of applying the above principle the points of final difference between the officers of the Works department and the certifying officers are to be reported to the General Purposes Committee, and that committee shall be empowered to give the necessary authority for the points in dispute to go

to arbitration, and to appoint an arbitrator after receiving agreed nominations from the officers of the Works department and the certifying officers.

[20-10-96]

### *Clothing, &c.*

Scale of wages under clothing contracts.

197.—In all clothing contracts a minimum scale of wages for workers and work of every description is to be fixed by the Council.

Contractors to sign agreement to pay according to scale, &c.

198.—Contractors employed in making up clothes to the order of the Council are to be called upon to sign an agreement to pay according to the scale, and to comply with certain other conditions.

Work to be executed in contractors' own factories.

199.—A clause is to be inserted in contracts for the supply of clothing, boots, and hats and caps, binding the contractors under a penalty of £100 to execute the whole of the work in their own factories.

Penalty for delay in delivery.

200.—The solicitor is to insert in future contracts for clothing and boots, clauses on the lines suggested in the report of the Stores Committee presented to the Council on 13th April, 1897, empowering the Council to recover penalties in the event of delay taking place in delivery.

Penalty for breach of conditions as to wages.

201.—A penalty of £25 is to be recoverable by the Council from contractors for every breach of the conditions as to wages contained in contracts for clothing or boots, and the solicitor is to insert the necessary clauses in future contracts.

*Stores.*

202.—Contractors for the supply of general stores (other than clothing, boots, and hats and caps) are to declare that they pay such rates of wages and observe such hours of labour as are recognised and in practice obtained at the date of the tender by the trades unions of the districts where the work is to be done, and where no trades union exists, such rates of wages and hours of labour as are generally accepted as fair in the trade.

Declaration as to wages and hours of labour.

*Painting work.*

203.—When a contract which includes extensive work of painting or decoration is entered into by the Council, a practical painter is to be employed to superintend that portion of the work.

Practical painter to superintend painting work carried out under contract.

## TENDERS.

See also Orders, Nos. 212 and 317.

204.—All tenders where the estimated expenditure exceeds £500 shall be opened in the Council by the chairman, and be immediately referred without discussion to the committee which they concern. In such cases the solicitor shall at once, and without waiting for the meeting of the committee to which the tenders are referred, make such inquiries (if any) as he may consider necessary as to the competence of the lowest tenderer, and, if the information obtained does not appear satisfactory, then into the competence of the next lowest, and so on until a satisfactory result shall have been obtained, reporting the result to the committee as early as possible.

Mode of dealing with tenders above £500.

Solicitor to make inquiries.

To report result to committee.

Mode of dealing  
with tenders  
under £500.

205.—Where the estimated expenditure is below £500, tenders may be opened by a committee. Such tenders shall be reported to the Council, but the committee shall, as soon as the tenders are opened, instruct the solicitor to make such inquiries as the committee may consider necessary.

Contracts to be  
submitted to  
Council for  
sealing.

206.—When a contract has been executed by the contractor, it shall be submitted for sealing at the next meeting of the Council without being again brought before the committee.

Withdrawal of  
tenders.

207.—The Council will not accept the tender of any person or firm who shall on any previous occasion have withdrawn a tender after the same has been opened by the Council or a committee, unless the reasons for the withdrawal were satisfactory to the Council.

Deposit money  
to be returned  
after acceptance  
of tender.

208.—Where tenders are invited for works, the amounts paid by any person for copies of the drawings, bills of quantities, or other documents, are, after the committee have come to a decision upon the tenders, but not before, to be returned to such person, provided he shall have sent in a *bonâ fide* tender and shall not have withdrawn the same.

#### BILLS OF QUANTITIES.

209.—A quantity surveyor is to be employed by the Council (whenever required) to prepare bills of quantities for all large works, the Council accepting the responsibility for such bills of quantities.

Copies of the bills of quantities are to be supplied with the specifications and drawings

to persons who wish to tender, and each person is to be invited to tender on the bills of quantities thus supplied.

In the case of large works carried out under the direction of the chief engineer, the measurements are to be made as the work proceeds by an assistant in his department, who is to be placed in direct charge of the works in progress, and the payments to the contractor for the amount of work executed are to be calculated according to the prices in the bills.

As regards the smaller works carried out under the direction of the chief engineer, the measuring surveyor in his department having experience in civil engineering work is to abstract and bill his own measurements.

#### WORKS NOT UNDER SEALED CONTRACTS.

210.—The engineer's and other departments under whose supervision work is to be done are to be required, in the case of all works for which there is no contract under the seal of the Council, to send a memorandum to the comptroller of all estimates which, having been accepted, have virtually become contracts, and the orders for works based on such estimates; and such memorandum is to be certified by the chairman of the committee having charge of the work.

## RATES OF WAGES AND HOURS OF LABOUR.

211.—(1.) There shall be kept at the county-hall a list of the rates of wages and the hours of labour to be paid and observed by the Council in works which are in the nature of construction or manufacture, and which the Council may resolve to carry out without the intervention of a contractor *on a site wholly or partially within a radius of twenty miles measured in a straight line from Charing-cross.*

The list shall be settled by the Council on the recommendation of the Finance Committee, and shall be based on the rates of wages and hours of labour recognised by associations of employers and trade unions and in practice obtained in London, and shall form part of the standing orders of the Council.

The list shall, upon the recommendation of the Finance Committee, be from time to time revised by the Council so as to keep it at all times as far as possible in accordance with the rates of wages and hours of labour for the time being recognised by associations of employers and trade unions and in practice obtained in London.

Where in any trade there is no trade union the Council shall fix the rates of wages and hours of labour, and shall from time to time revise the same as may be necessary.

The list shall at all times be open to public inspection.

(2.) In inviting tenders for works in the nature of construction or manufacture to be executed within a radius of twenty miles measured in a straight line from Charing-cross or on a site partly within and partly outside the radius, the advertisements and instructions for tender shall state that in the case of all workmen

to be employed by the contractor he will be required to pay wages at rates not less, and to observe hours of labour not greater, than the rates and hours set out in the Council's list, and that such rates of wages and hours of labour will be inserted in a schedule to and will form part of the contract, and penalties shall be enforced for any breach thereof.

As regards each contract the list shall be that in force at the date of the tender.

The list at present in force is as follows—

TRADES.	Rate of pay per hour.	Hours of labour per week.			Rate of pay for overtime.				
		Summer.	Winter—12 weeks after second Monday in November.		Week-days (except Saturdays).			Saturdays.	
			Three weeks at beginning and three weeks at end.	Six middle weeks.	Until 8 p.m.	8 p.m. until 10 p.m.	After 10 p.m.	Until 4 p.m.	After 4 p.m., and Sundays, Xmas Day and Good Friday.
<b>BUILDING TRADES.</b>	d.								
Carpenters .. ..	10	50	47	44	Time and a quarter.	Time and a half.	Double time.	Time and a half.	Double time.
Joiners .. ..	10								
Bricklayers .. ..	10								
Bricklayers (cutting and setting gauged work) .. ..	11								
Plasterers .. ..	10								
Masons .. ..	10								
Masons (fixing) .. ..	10½								
Masons (granite work) .. ..	10½								
Painters and Glaziers .. ..	8½								
Smiths, fitters, gas fitters, &c. .. ..	9 to 10								
Labourers and navvies .. ..	7	50	47	44	After 7 p.m. until 8 p.m. Time and a half.	Time and a half.	Double time.	Time and a half.	Double time.
Plumbers .. ..	11	47	44½	41½	—	8 p.m. to 11 p.m. Time and a half.	11 p.m. to 7 a.m. Double time.	1 p.m. to 5 p.m. Time and a half.	5 p.m. to 7 a.m. Mon. Double time.
Plumbers' mates .. ..	7								
Paviors .. ..	9	56½	50½	48					
Timbermen .. ..	7½ to 8	50	47	44	Time and a quarter.	Time and a half.	Double time.	Time and a half.	Double time.
Scaffolders .. ..	7½								
Slaters .. ..	9								
Hot-water engineers .. ..	9½								
Zinc workers .. ..	9½								
Bell-hangers .. ..	9½								
Paper-hangers .. ..	9								
Painters' labourers .. ..	6½								
French polishers .. ..	8								
Wheelwrights .. ..	9½								
Lath-renders .. ..	***								
<i>Machinists employed in working—</i>									
Trying up machine .. ..	10 to 11	50	47	44	Time and a quarter.	Time and a half.	Double time.	Time and a half.	Double time.
Vertical spindle .. ..	11								
Band saw .. ..	10 to 11								
Tenoning machine .. ..	10 to 11								
Joiner's saw bench .. ..	11								
Cross cut saw .. ..	10								
Universal moulding machine .. ..	11								
Small four cutter machine .. ..	11								
Rope feed bench machine .. ..	10								
Rack bench machine .. ..	9½								
Panel planing machine .. ..	8	7½ and 8							
Hand feed planing machine .. ..	8								
Mortising machine .. ..	7½ and 8								

\*\*\* Piece work prices as per trade list.



TRADES.	Rate of pay per hour.	Hours of labour.	Rate of pay for overtime.
Stablemen.. .. .	6d.		
ASPHALTE PAVING—	Per day.		
Spreaders .. .. .	6s. to 6s. 6d.		
Potmen and labourers ..	5s.		
CARMEN—			
Employed by the Council—	per week		
One horse .. .. .	27s.	}	} 6d. per hour after 6 p.m.
Two horses .. .. .	30s.		
Employed by contractors—			
One horse .. .. .	25s.		
Two horses .. .. .	27s.		
ELECTRICAL TRADE—	per hour		
Wiremen .. .. .	8½d to 9½d	} 54 hours per week	{ <i>First two hours—</i> Time and a quarter <i>Second two hours—</i> Time and a half. <i>After four hours until starting time next day—</i> Double time.
Jointers .. .. .	9d.		
Labourers .. .. .	6½d.		
Armature winders ..	8d.		
Armature winder helpers or labourers .. .. .	6½d.		
Transformer winders ..	8d.		
Magnet winders .. ..	7d.		
ENGINEERING TRADE—	d.		
Brass finishers .. ..	8½ to 9	} 54 hours per week	{ <i>First two hours—</i> Time and a quarter <i>After first two hours until 6 a.m.—</i> Time and a half. <i>Sundaywork—</i> Double time. <i>Night Shifts—</i> Time and a half.
Copper-smiths .. ..	8½ to 9		
Turners .. .. .	8½ to 9		
Fitters and erectors ..	8½ to 9		
Millwrights .. .. .	8½ to 9		
Smiths .. .. .	8½ to 9		
Pattern makers .. ..	9		
Borers .. .. .	8½ to 9		
Slotters and planers ..	8½ to 9		
Hammermen .. .. .	7		
Labourers (employed in engineering trade) ..	6		
Drillers .. .. .	per day 5s.		
Barge builders .. ..	per hour 9d.	54 hours per week	10½d. per hour.
Watermen and lightermen ..	per day. 6, 7 or 8 a.m. until 6, 7 or 8 p.m., 6s.	12 hours per day	<i>After 12 hours work up to 9 p.m.—</i> 1s. per hour
Watermen and lightermen ..	per night 8 to mid-night, 4s.	4 hours	
Watermen and lightermen ..	8 p.m. to 6 a.m., 6s.	10 hours	
Watermen and lightermen ..	Sunday up to 10 a.m., 4s.		
Watermen and lightermen ..	After 12 noon, 6s.		
Watermen and lightermen ..	Whole day, 8s.		
Scotch derrick drivers ..	Per hour 9d.	} As arranged	{ Not less than time and a quarter when engines are working.
Steam navvy and grab drivers .. .. .	9d.		
Drivers of steam cranes and travellers ..	8d.		
Locomotive drivers ..	8½d.		
Stationary engine drivers ..	8d.		
Portable engine drivers ..	7½d.		

## WAGES AND HOURS OF LABOUR.

(3.) When the contractor in connection with the works contracted for intends to employ labour beyond the site of such works and a radius of twenty miles aforesaid from Charing-cross, he shall be required, in addition to the above, to insert in the said schedule the names of the various classes of labour which he intends to employ, together with the places where such labour will be employed, and the rates of wages and hours of labour to be paid and observed in respect to each class of labour, and no tender shall be accepted unless the rates of wages and hours of labour inserted in such schedule be proved to be the rates and hours recognised at the date of the tender by associations of employers and trade unions and in practice obtained in the district where the work is to be done, and such schedule will be added to and will form part of the contract, and penalties shall be enforced for any breach thereof.

(4.) In all contracts for the supply of raw material or manufactured articles, other than general contracts for the supply of stores to be used in maintenance, a clause shall whenever practicable be inserted that, with respect to all materials or articles produced or manufactured or supplied by the contractor, the contractor will in the production or manufacture or supply thereof (as the case may be) pay and observe the following rates of wages and hours of labour, viz.—

(a) Where the production or manufacture or supply thereof is carried on within a radius of twenty miles aforesaid from Charing-cross, the rates of wages and hours of labour appearing in the Council's list.

(b) Where the production or manufacture or supply thereof is carried on beyond a radius of twenty miles aforesaid from Charing-cross, the

rates of wages and hours of labour recognised by associations of employers and trade unions and in practice obtained in the district where it is carried on.

But any committee shall have power to insert the said clause in any contract for stores when the conditions of purchase will allow it, provided that in the case of articles manufactured at places beyond a radius of twenty miles aforesaid from Charing-cross the London rates of wages and hours of labour shall not apply or be required in respect of the manufacture, although the articles are supplied within that limit.

(5.) In the case of contracts for works in the nature of construction or manufacture all instructions for tender and contracts shall respectively, as far as possible, contain the following statements and clauses—

*In the instructions for tender—*

Tenders must be on the annexed form, and be accompanied by the annexed form of contract and the schedules thereto.

The contract will bind the contractor to pay to all workmen (except a reasonable number of his legally bound apprentices) employed by him wages, and wages for overtime, at rates not less, and to observe and cause to be observed by such workmen, hours of labour not greater, than those provided for by the schedule to the form of contract.

*As regards all work to be done at the site mentioned in the specification in the 1st schedule to the form of contract, or elsewhere within a radius of twenty miles measured in a straight line from Charing-cross, in the county of London, the minimum rates of wages and wages for*

overtime, and the maximum hours of labour, will be found set out in the list forming Part I. of the schedule.

*As regards all work to be done outside the site and the radius aforesaid*, the tenderer must before delivering his tender complete the list of rates of wages, wages for overtime and hours of labour forming Part II. of the said schedule, by specifying the place or places outside the site and the radius aforesaid at which any work is proposed to be done, and by filling into the proper columns against each trade specified the rates of wages, wages for overtime and hours of labour proposed to be paid and observed by the tenderer, which must be those at the date of the tender recognised by associations of employers and trades unions and in practice obtained in the district in which the work is to be done.

The contract will also forbid the contractor to assign or underlet the contract or any part of it or sub-contract except with the consent of the Council and upon such conditions as they may think fit, but if the tenderer at the time of tendering states his desire to sub-let or sub-contract for any portions of the work not usually done by him, the Council will agree to such sub-letting or sub-contracting to or with an approved person, the principal contractor being responsible to the Council for the work being done under the same conditions as if done by himself.

On the foregoing heads, and generally, reference should be made to the form of contract.

*In the form of contract—*

A. The contractor shall at all times during the continuance of this contract abide by, perform, observe,

fulfil, and keep all and singular the stipulations following, that is to say—

(1) The contractor shall pay all workmen (except a reasonable number of his legally bound apprentices) employed by him in and about the execution of this contract or any part thereof wages, and wages for overtime respectively, at rates not less than the rates stated in the schedule hereto, and for each and every breach by the contractor of this stipulation, and notwithstanding the condonation of any prior or other breach, the contractor shall on demand pay to the Council as liquidated damages, and not as a penalty, the sum of £5.

(2) The contractor shall observe and cause to be observed by all such workmen hours of labour not greater than the hours of labour stated in the said schedule, and for each and every breach by the contractor of this stipulation, and notwithstanding the condonation of any prior or other breach, the contractor shall on demand pay to the Council as liquidated damages and not as a penalty for each day on which any such breach shall be committed, and for each workman in respect to whom it shall be committed, the sum of 5s. per hour for every hour during which, on each day, each such workman shall be employed by the contractor beyond the maximum number of hours stated in the said schedule, provided that this stipulation shall not be construed to prohibit overtime, if such overtime be in accordance with the rules of the trades unions concerned.

(3) The contractor shall at all times during the continuance of this contract display and keep

displayed upon the site of the works and in every factory, workshop or place occupied or used by the contractor in or about the execution of this contract in a position in which the same may be easily read by all workmen employed by the contractor in or about the execution of this contract, a clearly printed or written copy of the said schedule hereto.

(4) The contractor shall at any time and from time to time during the continuance of this contract, whenever called upon so to do by the clerk for the time being of the Council, produce to such officer or officers of the Council as the clerk may direct, the time and wages books and sheets of the contractor in order to show to the satisfaction of such officer or officers whether or not the stipulations contained in this clause have been and are being complied with.

(5) Should any workman in the employment of the contractor be not paid the scheduled rate of wages, the Council may pay to any workman or workmen who may have been underpaid the difference between the amount of wages which he may have been paid by the contractors and the amount which he would have been paid if the stipulation as to wages had been observed, and may deduct from any moneys due or to become due to the contractor under the contract the amount of the said difference so paid to such workman or workmen.

B. The contractor shall not, without the written consent of the Council under the hand of its clerk, which consent may be given subject to such conditions (if any) as the Council may think fit to impose, assign or

underlet this contract or any part thereof, or make any sub-contract for the execution or performance of the said works or any part thereof, and for each and every breach by the contractor of this clause the contractor shall, notwithstanding the condonation of any prior or other breach, on demand pay to the Council as liquidated damages and not as a penalty the sum of £200.

C. Any sum or sums of money which on breach by the contractor of any one or more of the stipulations aforesaid in clauses A and B, may from time to time become payable by the contractor to the Council as liquidated damages, may either be recovered by the Council from the contractor by action or other legal proceedings, or may be deducted and retained by the Council out of any moneys due or to become due from the Council to the contractor under this contract, or the Council may obtain payment thereof, partly in the one mode and partly in the other.

In case of any breach by the contractor of any one or more of the stipulations aforesaid in clauses A and B, or of any one or more of the provisions contained in the schedule hereto, it shall be lawful for the Council (and instead of claiming payment to them by the contractor of the liquidated damages, if any, payable by the contractor as aforesaid in respect of such breach), to determine this contract in the same manner and to the same extent as they have power to determine the same under clause\* in the events therein mentioned, and if this contract shall be determined under this present power, then all the provisions of that clause shall apply as if this contract had been determined under that clause.

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\* This will be the general clause in the contract giving the Council power to determine it or to put the work in the hands of other contractors at the cost of the original contractor.



THE SCHEDULE.  
RATES OF WAGES AND HOURS OF LABOUR.

PART I.

For all work done at the site mentioned in the specification in the first schedule, or within a radius of twenty miles, measured in a straight line from Charing-cross, in the County of London.

TRADES.	Rate of pay per hour.	Hours of labour per week.		Rate of pay for overtime.				
		Summer.	Winter 12 weeks after second Monday in November.	Week-days (except Saturdays).			Saturdays.	
			Three weeks at beginning and three weeks at end.	Six middle weeks	Until 8 p.m.	8 p.m. until 10 p.m.	After 10 p.m.	Until 4 p.m.
								After 4 p.m., and Sundays, Xmas Day and Good Frid y.

Part I. of this schedule is believed to include all the trades which the contractor may require to employ in or about the execution of this contract at the site mentioned in the specification in the first schedule or within the radius aforesaid. If, however, he should employ at the site aforesaid, or within the radius aforesaid, any workman or workmen in any trade not so included, the rate of wages and rate of wages for overtime to be paid to such workman or workmen are not to be less, and his or their hours of labour are not to be more, than the rate of wages and and the rate of wages for overtime and hours of labour respectively, which at the date of the contractor's tender were recognised by associations of employers and trade unions and in practice obtained in London.





and trade unions and in practice obtained in the district in which the work is done.

(6.) There shall be inserted in every contract a clause prohibiting the contractor from entering into any sub-contract without the consent of the Council, and in granting such consent the Council shall require the contractor to enter into an agreement which will secure the observance of the following conditions, viz.—

That no sub-contract shall operate to relieve the contractor from any of his liabilities or obligations, and that the contractor shall be responsible for all the acts, defaults and neglects of the sub-contractor as fully as if they were the acts, defaults and neglects of the contractor, and that there shall be inserted in the sub-contract a covenant by the sub-contractor that he will pay all workmen employed by him in or about the execution of such sub-contract rates of wages not less, and observe and cause to be observed by such workmen hours of labour not more than the rates of wages and hours of labour following, that is to say, as regards all work done upon a site, any part of which is within a radius of twenty miles, measured in a straight line from Charing-cross, the rates of wages and hours of labour set out in the schedule appended to the original contract as applicable to work done within such radius, and as regards all other work such rates of wages and hours of labour as at the date of the sub-contract are recognised by associations of employers and trade unions and in practice obtained in the several districts where the work is done, and that such rates of wages and hours of labour be inserted in a schedule to the sub-contract, but in no case shall

such rates of wages be less or hours of labour greater than those set out in the wages and hours schedule of the contract between the Council and the contractor, and that in case of any breach by the sub-contractor of the covenant as regards rates of wages and hours of labour to be inserted in any sub-contract (and notwithstanding the connivance of the contractor in or condonation by such contractor of such breach or any prior breach) the contractor shall for every such breach as regards the rates of wages on demand pay to the Council as liquidated damages, and not as a penalty, the sum of £5, and shall for every such breach as regards the hours of labour on demand pay to the Council as liquidated damages, and not as a penalty, for each day on which such breach shall be committed, and for each workman in respect to whom it shall have been committed, the sum of 5s. per hour for every hour during which such workman shall have been employed by the sub-contractor beyond the maximum number of hours during which under the terms of the said covenant he ought to have been employed.

And that the sub-contractor shall at all times, during the continuation of the sub-contract, display and keep displayed on the works and in every factory or workshop, or place occupied or used by the sub-contractor in or about the execution of the sub-contract, in a position in which the same may be easily read by all workmen employed by the sub-contractor in or about the execution of the sub-contract, a clearly printed or written copy of the said schedule; and that the sub-contractor shall at any time, and from time to time during the continuance of the sub-contract, whenever called upon

so to do by the clerk of the Council, produce to such officer or officers of the Council as the clerk may direct the time and wages books and sheets of the sub-contractors, to show whether or not this stipulation has been and is being complied with.

Provided that this standing order shall not be construed as prohibiting the sub-contractor without the consent of the Council from purchasing or sub-contracting for the supply of any materials, articles or things required for the execution of the contract which are ordinarily to be purchased wholesale in the market or of wholesale merchants or manufacturers.

(7.) Committees of the Council before inviting tenders are empowered in any case in which they consider it desirable to direct the insertion at the head of the schedule of rates of wages and hours of labour in the form of contract the following provision, but such provision shall not be inserted except by express direction of a committee—

The lists of wages and hours of labour in Part I. and Part II. of this schedule are severally to be binding on the contractor subject to the following proviso which is to be considered as included in each part of the schedule, that is to say—

Provided always that if at any time or times and so often as the same may happen during the continuance of this contract in any trade mentioned or referred to in this part of this schedule a different rate of wages or different hours of labour from the rate of wages or hours of labour respectively provided for in this part of this schedule shall after the date of this contract be agreed to between the associations of employers

and the union of workmen in such trade in the district in which the work is being or is to be done then, from the date of any such agreement, and so long only and to such extent only as the same shall be in force, the rate of wages or hours so agreed upon shall be considered as substituted in this part of the schedule for the rate of wages or hours provided for in this part of this schedule for the same class of labour, and stipulations 1 and 2 in clause A of this contract shall be construed and have force and effect in all respects as if the substituted rate of wages or hours had originally been provided for in this part of this schedule instead of the rate of wages or hours therein provided for, and for this purpose any such agreement as aforesaid between the associations of employers and the union of workmen in any trade in the London district shall be considered as applying to all work done in that trade at the site mentioned in the specification in the 1st schedule or within the radius mentioned in Part I. of this schedule.

[14-12-'97.]



STANDING ORDERS  
PRINCIPALLY  
AFFECTING COMMITTEES.





## Asylums Committee.

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212.—Tenders for supplies to asylums may be opened by the Committee.

213.—Advances are to be made to the Committee to defray the cost of works authorised by the Council to be carried out at the several asylums under their charge, as may from time to time be required, subject to the following regulations—

(1.) The Finance Committee shall from time to time recommend the Council to pay to the treasurer of the Asylums Committee any moneys required by the Asylums Committee to enable them to meet expenditure authorised by the Council for the provision of asylum accommodation, including the erection, restoration, enlargement and furnishing of buildings, and original supply of clothing; whether such expenditure is under contracts entered into by the Asylums Committee, or for work done by workmen employed direct by the Committee.

(2.) Every requisition made by the Asylums Committee under these regulations shall state the amount voted by the Council for the purpose, the date of the vote, the amount (if any) already advanced to the Committee, and the amount (if any) already expended by the Committee.

(3.) The advances to be made to the Asylums Committee shall not exceed a sum equal to 90 per cent. of the total sum voted by the Council for the purpose to which they relate, unless more than 90 per cent. has been expended by the Committee.

(4.) On the completion of the work in respect of which an advance has been made, an account of

receipts and expenditure shall forthwith be furnished by the Asylums Committee to the Finance Committee, and any unexpended balance shall be returned by the Asylums Committee to the County Fund. The Asylums Committee shall pay into the County Fund any sums received by the Committee in respect of interest on any moneys paid to them by the Council under these regulations, and also in respect of any rent or other recoupment arising from the sites which are the property of the Council, or from old buildings thereon.

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## Bridges Committee.

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214.—The engineer is authorised to close any bridge, the property of the Council, whenever it is deemed expedient for the safety of the public that it should be closed, and the clerk of the Council is authorised to insert in the newspapers notice of such closing, and to take such other steps as may be necessary, and the officers are to report the same to the Bridges Committee at the meeting following the closing of the bridge.

215.—The men engaged at the Woolwich ferry are to have one week's leave of absence during the year.

216.—Whenever any recommendation or report shall be made to the Council by the Bridges Committee that therepair, alteration, improvement, widening, or rebuilding of any county bridge, or the repair, alteration, or improvement of the roads at the end thereof (repairable at the expense of the county) is necessary or expedient, together with a certificate signed by two or more members of the Bridges Committee duly appointed by the Committee to view the condition of the bridge and the roads at the ends thereof, setting forth that they have made such view and that the bridge or roads are insufficient, inconvenient, or in want of repair, such recommendation or report and certificate shall be taken and accepted as a presentment of the insufficiency, inconvenience, or want of repair of such bridge, or such roads at the end thereof as the case may be, made in pursuance of the statutes relating to county bridges.

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## Building Act Committee.

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“ REGULATIONS ” MADE AS PRESCRIBED BY THE LONDON  
BUILDING ACT, 1894.

217.

*General.*

All applications are to be addressed to the Superintending Architect, County Hall, Spring-gardens, S.W.

All applications must be in writing on foolscap paper, and all drawings (including plans, sections, and elevations) must be on tracing linen of sufficient size to permit of the approval of the Council being endorsed thereon.

The scale to which drawings are made must be drawn thereon and not expressed in words; the north point must be indicated on all plans.

The site must be coloured pink, the proposed building red, existing buildings grey, and any land to be dedicated and left open for the use of the public blue.

The name of the person on whose behalf the application is made must be stated. Reference must be made to the section of the Act under which sanction is sought, and particulars must be furnished as to the nature of the application and the situation of the street, building, or structure.

All drawings must be sent in duplicate.

218.—*Particulars as to drawings required in each case.*

(1) *New Streets, &c., sec. 7 and sec. 10.*

Plans must be to a scale of 88 feet to the inch, and must be accompanied by longitudinal sections to the same horizontal scale, but to a vertical scale of 11 feet to the inch, showing the natural and intended surface levels of the streets (computed from ordnance or some other fixed datum), and by cross sections to a scale of 22 feet to the inch.

A key plan of the locality showing the surrounding property must also be sent.

The names proposed to be given to the streets must be submitted; they must be such as are not already in use.

In the event of the application being sanctioned, two additional copies of the plans will be required.

In the case of the widening of streets under sec. 10 (4) sections will not be required.

219.—(2) *Buildings within prescribed distances, lines of frontage, &c., sec. 13, sec. 17, and sec. 22.*

Plans must be to a scale of 22 feet to the inch, and must show the situation of the building in relation to others adjacent. The height and precise distance from the centre of the roadway of the proposed building and the width of the street are to be figured.

The names and addresses of the owners and occupiers of the nearest building on each side of the proposed building must also be sent.

In the event of an application being approved, an additional copy of the drawings will be required.

In the case of applications under sec. 13 (5), the extent and height of the old buildings on the site must be shown to the same scale.

220.—(3) *Spaces at rear of domestic buildings, sec. 41 and open space about working class dwellings not on the public way. Sec. 42.*

Plans and sections must be to the scale of one-eighth of an inch to the foot; they must indicate the height of the proposed buildings in every part; there must also be a block plan to the scale of 22 feet to 1 inch, showing the adjoining premises, with the approximate height of any buildings thereon.

221.—(4) *Open space at rear of domestic buildings on old sites.* Sec. 43.

Plans and sections to the scale of one-eighth of an inch to a foot, showing the height and extent of the previously existing buildings and certified by the district surveyor must be sent, together with plans and sections of the proposed new buildings to the same scale. The position and approximate height of any adjacent buildings must be indicated on a block plan to the scale of 22 feet to 1 inch.

222.—(5) *Laying out new streets on a cleared area.* Sec. 44.

In addition to the plans required under Regulations II. (1), and (so far as any relaxation or modification of the rules of Part V. of the Act may be asked for) under II. (3), a plan will be required to the scale of 88 feet to 1 inch, showing the width of all old streets on the area and the extent and approximate height of all old buildings thereon, as well as of the proposed new streets and buildings.

223.—(6) *Height of buildings.* Sec. 47 and sec. 49.

A block plan to a scale of 22 feet to an inch, showing the position of the proposed buildings and of any adjacent buildings, and the width of the street.

Also a plan and sections to the scale of one-eighth of an inch to the foot, showing the height of the several parts of the building.

224.—(7) *Timber in external walls, sec. 55; and furnace chimney-shafts, sec. 65.*

Plans, sections, and elevations to the scale of one-eighth of an inch to the foot, together with such details to a larger scale as may be necessary to show the construction.

A block plan to the scale of 22 feet to the inch, showing the position of the building.

225.—(8) *Projections.* Sec. 73.

In addition to the drawings, &c., required by Regulation 2, (2), a plan, section, and side elevation to the scale of one-eighth of an inch to a foot. In the case of the application being approved an additional copy of the drawings will be required.

226.—(9) *Additional cubical extent, sec. 76; and buildings for the supply of electricity, sec. 203.*

A block plan to the scale of 22 feet to the inch showing the position of the building and buildings adjacent.

Plans and sections to the scale of one-eighth of an inch to the foot showing the height of the building in its various parts.

The use to which the various parts of the building are intended to be put are to be indicated, and any points bearing upon the question of liability to fire.

227.—(10) *Special and temporary buildings and wooden structures.* Part VII.

Applications must be accompanied by a block plan of the premises, showing the position of the building or structure, and also by a plan, elevation, and section to a scale of one-eighth of an inch to the foot, together with such details to a larger scale as may be necessary to show the construction.

A fee of 5s. must be paid to the cashier of the Council on depositing the application, and a further fee of 5s. on obtaining a notification of the order of the Council, and in no case will the work be allowed to proceed until the fees are paid.

Every application for an extension of the period for which the Council has allowed the use of a temporary building must be accompanied by a certificate from the district surveyor as to its condition, and as to its stability for such further period as may be applied for, and also as to any repairs which may be requisite.

In cases where the structure has existed for less than three years, and if the inspection be merely to ascertain that the building has not been altered as to condition or position, and to certify that an extension of time may be allowed, a fee of 10s. may be demanded and received by the district surveyor.

In cases where the structure has existed for three years or more, and a certificate with regard to structural stability is required, a fee of 20s. may be demanded and received by the district surveyor.

228.—*Naming of streets and numbering of houses.*  
Part IV.

Persons laying out new streets or building rows of houses would facilitate their own operations with reference to leases and the numbering of houses required by the Council under the statute by observing the following rules—

St. Paul's Cathedral is recognised as a central point; and the numbering of houses begins at the end or entrance of the street nearest to that building, except where a street leads from a main thoroughfare to a less important street, and then the numbering must start from the main thoroughfare.

Taking, therefore, the sides of a street as left and right (assuming that the back is towards St. Paul's) the odd numbers will be assigned to the left hand side, and the even numbers to the right hand side.



No name is to be used for a street unless with the approval of the Council; and it must be a name consisting, if possible, of one word, with the addition of "street," "road," or other like term, and not already in use within the county.

Only such streets as are leading thoroughfares of considerable length can be designated "roads."

No street under 50 feet in width can be called an "avenue."

The names "gardens" and "groves" can only be used when the terms seem appropriate.

Names in some way associated with the locality are preferred.

Names for terraces or places, or other blocks of houses, and sections of streets, usually known as subsidiary names, are not recognised.

Any person interested in property affected by any order of the Council for re-naming streets or re-numbering houses, is permitted, on application, to make a copy of the order and a tracing of the plan attached thereto; or a certified copy of the order and plan may be furnished to him on his paying the cost of making the same.

A fee of 1s. is to be charged to all persons seeking information involving a reference to the records with regard to orders for re-naming streets or re-numbering houses.

If a copy of an order and plan be required, there will be a further fee of not less than 1s. 6d.

A more extended plan may be obtained for a larger payment.

Copies of orders and plans are to be made in the superintending architect's department.

## STANDING ORDERS MADE BY THE COUNCIL.

229.

*General.*

Where special conditions are imposed by the Council in granting applications, the acceptance of such conditions by the owners of property is to have a sixpenny stamp affixed.

Whenever an application is rejected, a copy of the reasons for the rejection, as stated in the Committee's minutes, is to be sent to each of the parties concerned.

The following conditions are to be imposed in the case of buildings sanctioned, viz.:—"That the building shall be commenced within six months and be completed within eighteen months from the date of the license ; \* \* \* \* that the erection be made in entire conformity with the letter of application, and as shown on the plan accompanying it, and be not at any time, in any manner, altered or raised without the consent of the Council ; and that if the plan or application be hereafter found to be inaccurate in any particular, the consent of the Council shall be null and void."

Where any land is to be given up these words shall be inserted, viz.:—"That within three months after the erection of the building the whole of the land coloured blue on the deposited plan be dedicated to and left open for the use of the public."

In the case of a one-storey shop these words shall be inserted, viz.:—"That no part of the proposed shop or any structure or erection connected therewith do exceed 16 feet in height above the footway."

230.—*Part II.—Formation and widening of streets.*

A copy of each plan for the formation of a new street, or for the adaptation of a way for a street, or for the erection of a building or structure at less than the prescribed distance from the centre of the roadway, is to be sent to the local authority in whose district the proposed street, building or structure is situated, with a request that they will inform the Council within 14 days whether they have any suggestions to make with reference to such plan, and with an intimation in cases of proposed erection at less than the prescribed distance from the centre of the road, that the communication is to be treated as the Council's communication within the meaning of section 13 of its intention to give the consent applied for if upon consideration of the application it should think it ought to be granted.

Whenever plans of new streets are approved, a condition is to be attached, that the name of each street, as approved by the Council, shall be affixed on posts at both ends of such streets, until the houses are built, when the name shall be affixed according to law.

Whenever plans of new streets to be laid out for foot traffic only are sanctioned, a condition is to be attached binding the applicant to pave the same over the entire surface, and by posts, bars or otherwise, to prevent the same from being used for carriage traffic.

Whenever the Council has approved of a plan for the formation of a street to be laid out for carriage traffic, and open at both ends, the applicant is to be cautioned that if at any time, without the written consent of the Council, any posts or other obstructions are placed across the carriageway to prevent the access of carriages, he will be liable to prosecution under section 199.

231.—*Part III.—Lines of building frontage.*

On the receipt of an application to erect or extend buildings beyond the general line of frontage, such application, together with copies or tracings of so much of the drawings accompanying the application as may be sufficient for identifying the property proposed to be dealt with, and explaining the object of the application, is to be communicated to the local authority of the district in which the site is situated; and the local authority is to be apprised that the Council will be prepared to receive any suggestions they may deem it desirable to make upon the subject within fourteen days; also a notice that such application has been made shall be sent to the owner and occupier of the nearest building on each side of the proposed building; and no such application shall be brought before the Committee until after the expiration of fourteen days from the date of such notice.

232.—*Part IV.—Naming and numbering of streets.*

Whenever application is made for the re-naming of a street, or the re-numbering of houses, the local authority in whose jurisdiction the same may be situated is to be asked to state its views on the subject.

The decision of the Committee shall be reported to the local authority, and notice boards shall be attached to two or more lamp-posts in the street for the period of one month notifying the intention of the Council. At the expiration of the time any protests that may have been received shall be reported to the Committee.

When an order has been made by the Council for naming a street, or numbering houses, an officer responsible to the superintending architect is, at the expiration of three months from the transmission of the order to the local authority, to inspect the street

in respect of which the order has been made, and to report to the Committee any non-compliance with the terms thereof.

Immediately after the making of an order for the re-naming of any street, an intimation thereof is to be sent to the Post Office authorities.

233.—*Part VI.—Construction of buildings.*

Applications for projections under section 73 are to be treated in the same way as applications under Part III., except that in the case of projections at the rear the communication to the local authority is to be omitted.

234.—*Part VII.—Special and temporary buildings, &c.*

On an application being made by the trustees or owners of any temporary building for an extension of the period already granted by the Council, the district surveyor shall be requested to inspect the structure and certify as to its condition, and as to its stability for use for such further period as may be applied for, and also as to any repairs requisite for adding additional strength to the building.

A register is to be kept by the superintending architect, showing the periods for which temporary buildings are licensed by the Council, and whenever a building is not removed at the expiration of the term specified in the licence, he is to report the fact to the solicitor, who is forthwith to write and caution the holder of the licence, and report the result to the Committee.

235. *Hoardings.*

The following regulations are to be enforced by the Council as regards hoardings around or on vacant land—

No existing hoardings to be increased in height so as to exceed twelve feet.

No new hoardings to be erected exceeding twelve feet in height.

Existing hoardings exceeding fifteen feet in height to be reduced to that height within six months of notice given.

236.—*Part IX.—Dangerous and neglected structures.*

*Dangerous structures.*

When information of a dangerous structure is received, an order to survey shall be immediately sent to the district surveyor in whose district the structure is situated. District surveyors are not to certify unless required to do so, except in cases of imminent danger to life not admitting of the least delay; all such very exceptional cases are to be specially notified to the comptroller by the superintending architect.

A daily extract of fires, where structural damage has probably resulted, is to be made to the dangerous structures department from the fire brigade return, and the extract is to be forwarded to those district surveyors in whose districts the fires have occurred, in order that they may visit the premises and ascertain if any walls or buildings have been left in a dangerous condition, and take steps accordingly.

On receipt of a certificate from a district surveyor that the structure is dangerous, a notice in the terms of the certificate shall be served on the occupier, or be affixed to the building, and a copy sent by registered letter to the owner, if known.

Accompanying the notice a warning is to be sent that any delay in complying with the requirements of the notice will involve the owner in increased expense.

Where shoring or hoarding is required, the owner

shall be afforded an opportunity for executing the work when it can be done without risk of accident. In urgent cases, or on the owner's neglect, the manager of the Works department of the Council shall be directed to carry out the necessary works.

The time to be allowed for works of repair or demolition must be limited according to circumstances.

At the expiration of the time given, the district surveyor is to report whether such works have been executed.

If the owner neglect to comply with the notice, he shall, if the structure be in such a dangerous condition as to require immediate treatment, or if he do not within seven days from the service of the notice upon him give notice requiring that the subject shall be referred to arbitration, be summoned before a petty sessional court as directed by the Act.

At the expiration of the time specified in the order, the district surveyor is again to report, stating that the danger has or has not been removed, and if the order shall not have been complied with, the required work shall be executed by the Works department of the Council, under the supervision of an officer in the superintending architect's department.

On the completion of a case the amount for fees payable to the district surveyor shall be made out in accordance with the scale, and that account, together with the account for hoarding, shoring and other works (if any) shall be forthwith submitted to the Finance Committee.

As soon as these accounts have passed the Finance Committee and been paid, the whole of the expenses incurred in relation to each dangerous structure shall be charged to the owner, and the necessary steps for



the recovery of those expenses shall be taken by the comptroller.

Licences are not to be taken out by the Council for hoarding or shoring, but the manager of the Works department is in every case, upon the request of the local authority, to make good the pavement to the satisfaction of their surveyor, so soon as the hoarding or shoring is removed. The costs and expenses so incurred are to be recovered by the Council from the owner.

*Neglected structures.*

Upon receipt of information that a structure is in a dilapidated or neglected condition, an inspection shall be made by an officer responsible to the superintending architect, and the result of such inspection shall be reported to the Committee.

When the owner of the neglected or dilapidated structure is known, a communication shall be addressed to him, calling his attention to the condition of such structure, and allowing fourteen days for the repair or removal of the same; and should the works not be commenced at the expiration of that time, a summons shall be applied for.

When it is found necessary to procure evidence from a local source to satisfy the petty sessional court that the condition of the structure is such as to be prejudicial to the property, or to the inhabitants of the neighbourhood, the solicitor or the superintending architect shall be authorised to obtain such evidence.

If, upon the hearing of the summons by the magistrate, an order be made, the superintending architect shall, at the expiration of the time allowed by such order, further report to the Building Act Committee. In the event of the order not being complied with, the Com-



mittee may instruct the manager of the Works department to carry out the necessary work.

Mr. Norman Bevan, of the comptroller's department, is to act as proxy on behalf of the Council to prove any debt due to the Council on account of, or in relation to, dangerous or neglected structures, in cases of bankruptcy or liquidation.

Where the Council has incurred any expenses in respect of any dangerous or neglected structure, and has not been paid or has not recovered the same, and a petty sessional court has (in accordance with sec. 116) made an order fixing the amount due to the Council, the comptroller shall give notice thereof to the district surveyor for the district in which the property is situated, and the district surveyor shall be requested to give immediate notice to the Council when any building is about to be commenced upon the site, with a view to the necessary steps being taken to obtain payment of the amount due. The register of such orders [sec. 116 (3)] shall be kept in the comptroller's department.

*237.—Part XI.—Dwelling-houses on Low-lying Lands.*

It shall not be lawful to place the underside of the lowest floor of any permitted building at such a level as will render it liable to flooding, and every permitted building shall be efficiently and properly drained, to the satisfaction of the engineer for the time being of the Council, either into a local sewer or into a main sewer of the Council.

Every person who shall be desirous of erecting or adapting any building to be used wholly or in part as a dwelling-house on any land in the county of London of which the surface is below the level of Trinity high-water mark, and which is so situate as not to admit of being drained by gravitation into an existing sewer

of the Council, shall first make a written application for a license. Such application shall be addressed to the clerk of the Council.

Such application shall contain a statement as to the nature and extent of the interest of the applicant in the building or buildings proposed to be erected or adapted, and be accompanied by a plan and section of the lowest floor of such building or buildings and the curtilages thereof, to a scale of  $\frac{1}{8}$ th of an inch to a foot, and by a block plan to a scale of not less than  $\frac{1}{2500}$  (which may be on a sheet or sheets of the Ordnance Survey, or may be drawn on tracing linen), showing the position of such building or buildings and the local sewer into which it is proposed to drain such building or buildings, and the connection of such local sewer with an existing sewer of the Council.

Such plans and sections shall be accompanied by a description of the materials to be used in the construction of such building or buildings, and shall be coloured in accordance therewith. The points of the compass shall be marked on the block plan.

The position and course of the drainage system proposed to be adopted for the disposal of sewage and rain water, and its connection with the local sewer or an existing sewer of the Council, shall be clearly shown on the plans and sections, and the diameter and inclination of the drain pipes shall be figured thereon.

The plan and section shall also indicate in figures the level above or below ordnance datum at which it is proposed to construct the floor of the lowest rooms.

The decision given by the chief engineer of the Council upon such application shall be reported to the Building Act Committee, and the Committee shall report it to the Council, and thereupon, if it is to the

effect that the erection or adaptation may not be permitted, the clerk of the Council shall by letter inform the applicant that the Council, acting upon the decision of the engineer, has refused permission. If it is to the effect that the erection or adaptation may be permitted, a license under the seal of the Council embodying the conditions of the engineer's decision shall be issued to the applicant.

238.—*Part XIII.—District Surveyors.*

No person shall be accepted as a candidate for the appointment of district surveyor unless he shall have attained 28 years of age, and be under 50 years of age, and every such candidate shall deliver with his application satisfactory evidence of his age.

Every candidate shall be required to sign a declaration and deliver it with his application that he becomes a candidate, and will accept the appointment if he should be appointed, on the following understanding—

(a) That he will personally discharge the duties of his office subject to section 142 of the London Building Act, 1894.

(b) That he will give his whole time to the duties of his office.

(c) That he will not during his continuance in office (except in the discharge of the duties thereof) carry on business as an architect, surveyor or builder, or directly or indirectly as a partner or otherwise, be interested in such business.

(d) That he will make no claim for compensation in case a diminution of his income shall at any time hereafter arise.

(e) That he will keep his district office open from Monday to Friday (both inclusive) between the hours of 9.30 a.m. and 5 p.m., and on Saturday from 9.30 a.m. until 2 p.m., and give his personal attend-

ance there daily from 9.30 a.m. to 11 a.m., and (except Saturday) from 4 to 5 p.m., or at such times (not exceeding two hours a day) as the Committee may from time to time appoint.

(f) That he will retire if required to do so on attaining the age of 65, or at any date subsequent to his attaining that age.

The declaration of the appointed candidate shall on his appointment be entered on the minutes of the Council.

The districts are to be re-arranged by the Committee as opportunities may occur, so that the average of the fees received may in no case amount to less than £500 per annum.

The following fees are to be paid by the Council to district surveyors, in accordance with section 155 of the Building Act—

On reporting that a street has been formed or laid out in accordance with the drawings sanctioned by the Council	£	s.	d.
	2	2	-

On reporting that a way has been adapted as a street, or that a street or way has been widened in accordance with the drawings sanctioned by the Council	...	...	...	...	...	1	1	-
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On reporting that a building has been set back the distance from the centre of the street sanctioned by the Council	...	-	5	-
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On reporting that a building has been erected to the line of frontage for which the consent of the Council was given	...	-	5	-
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For attending the Court to give evidence on behalf of the Council in relation to any of the above matters; for each attendance	...	...	...	-	10	-
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## Corporate Property, etc., Committee.

### *Tenancy agreements.*

239.—The following are to be the charges for small tenancy agreements—

Rent £20 per annum and under	...	...	10s. 6d.
Rent exceeding £20 but not exceeding £35	...	£1	1s.
„ £35	„	£50	... £1 11s. 6d.
„ £50	„	£100	... £2 2s.
„ £100	„	£200	... £2 12s. 6d.
Exceeding £200	...	...	... £3 3s.

In all cases the stamp duty is to be charged in addition.

*The foregoing order is not to apply to agreements for tenancies under the Small Holdings Acts.*

### *Property, dealing with.*

240.—All committees and heads of departments dealing with property belonging to the Council are to send particulars of such dealings to the Corporate Property, &c., Committee for its information.

### *Appointment of members on governing bodies of charities, &c.*

241.—The following are the regulations and conditions under which the Council is to proceed in appointing members of the governing body of any trust or endowment—

Where, under the powers given by the Technical Instruction Act, 1889, representatives of the Council are, in accordance with section 1e, to be appointed on the governing body of any school or institution aided by the Council's funds, such representatives shall be appointed by the Technical Education Board from persons nominated by members of the Council.

Where, under any scheme approved by the Charity Commission, the Council is empowered to elect one or more governors, and the objects of the charity comprised in such scheme include technical or manual instruction, within the meaning of the Technical Instruction Acts, 1889 and 1891, the nomination of such governors shall be by members of the Council as at present, but the selection of the persons to be submitted to the Council for appointment shall be made by a joint sub-committee of 6 members of the Corporate Property, Charities, &c., Committee, and 6 members of the Technical Education Board, who are also members of the Council.

In dealing with all other charity schemes under which an appointment has to be made, the Corporate Property Committee is to report the fact to the Council, at the same time naming a day by which members of the Council may send to the clerk of the Council the names of persons they desire to nominate for election (whether members of the Council or not), adding to the nomination paper a statement that the nominee is willing to serve, and, if they think fit, a statement of the special qualifications of the nominee or reasons for the selection.

The nominations are to be laid before the Corporate Property Committee, who, after inquiry and consideration, is to select as many persons as there may be vacancies, and recommend them to the Council for appointment.

In any case not admitting of delay the Committee is empowered to make a special recommendation, reporting at the same time the grounds of urgency.

*Tenders for sale and letting of property.*

242.—All tenders received in respect of the sale and letting of the Council's property are to be opened by the Council previously to their being referred to the Corporate Property Committee. The names only of the tenderers are to be made public.

*Letting property on lease.*

243.—The conditions as to letting property on lease are amended in the following particulars: (1) by inserting clauses giving in the case of isolated and outlying plots of land the option to purchase the reversion at a price to be fixed jointly by the Corporate Property and Finance Committees, not being less than 25 years' purchase. Such option being exercised within 5 years, and only in cases to be approved by this Committee and the Finance Committee, and where the buildings to be erected have been duly completed in accordance with the contract for letting and to the satisfaction of the architect. (2) The term of the leases to be for periods of not less than 80 years, and not more than 99 years, the exact period being fixed in each case by the Corporate Property and Finance Committees before the publication of the conditions of sale. (3) Subject to any modifications to be approved by the Housing of the Working Classes and Corporate Property Committees to amend the conditions as to the sale of artisans' sites, so as to provide for buildings being constructed with good and suitable material and workmanship to the satisfaction of the architect.

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### **Establishment Committee.**

244.—All recommendations for the appointment of officers charged with technical or professional work under the control of a single committee, and who are not heads of departments, are to be made direct to the Council by that committee after consultation with the clerk of the Council.

245.—All recommendations for the appointment of officers charged with technical or professional work under the control of particular committees, more than one in number, and who are not heads of departments, are to be made to the Council by such committees jointly after consultation with the clerk of the Council.

246.—In cases where the work of the official is not confined to particular committees, the question of appointment is to be dealt with by the Establishment Committee as a matter falling under the reference to them.

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### Finance Committee.

247.—The banker of the Council shall be also the treasurer of the Council.

248.—Pursuant to section 75 (16e) of the Local Government Act, 1888, section 18 of the Municipal Corporations Act, 1882, respecting the treasurer shall apply to the County Council of the Administrative County of London, and shall supersede the existing enactments with respect to the county treasurer.

249.—All cheques for payment of moneys issued in pursuance of orders of the Council shall be signed by two members of the Finance Committee, and countersigned by the comptroller, approved by the Council as “deputy” for that purpose, pursuant to section 80 (1) of the Local Government Act, 1888.

250.—No cheque shall be countersigned by the comptroller until it is ready to be paid away.

### *Urgency fund.*

251.—There shall be an urgency fund with a separate banking account, to meet urgent payments, and the Finance Committee shall submit to the Council estimates from time to time of the sums required to meet payments out of the fund, and shall recommend that cheques be drawn by the Council and paid into the said fund. The Committee shall control and manage the fund, and the ordering and making of payments out of it, subject to the following regulations—

1.—The Finance Committee may order payments to be made out of the Urgency Fund for the following purposes—

(i.)—(a) Wages and petty disbursements ordinarily paid and made by the cashier, including all payments required to be made in respect of musical performances at parks and open spaces.

(b) Disbursements of coroners, the chief officer of the fire-brigade, superintendents of industrial schools, and other officials.

(c) Costs of criminal prosecutions and other payments made under the order of a magistrate or other competent court.

(d) Expenses of returning officers.

(ii.)—The payment or discharge *in pressing cases* of—

(a) Rents, rates, and taxes certified to be due.

(b) Compensation for accidental injuries to person or property, and costs incidental thereto, if ordered by the Council or by a committee of the Council.

(c) Moneys required to be paid to secure cash discount or to make deposits on purchases at auction, or in connection with the purchase of plant and materials, or otherwise to enable them to carry out the matters referred to them by the Council.

(d) Moneys due to contractors under the terms of their contracts with the Council, when properly certified and approved by the Finance Committee under the regulations of the Council.

(e) Purchase, compensation and other moneys determined by contract, award, verdict of jury or acceptance of a sealed offer and approved by the Council or the Committee charged with the business, and rent, interest, fees, costs, and other incidental charges payable in connection therewith, after approval by the Finance Committee under the regulations of the Council.

(iii.)—The payment and discharge generally *during a recess* of debts or liabilities of the Council when, in the opinion of the Finance Committee, it is necessary or desirable in the interests of the Council that such payment or discharge should be effected with promptitude.

2.—All orders made by the Finance Committee for payment out of the fund shall be signed by three members of the Finance Committee present at the meeting of the Committee.

3.—All payments out of the fund pursuant to an order of the Finance Committee shall be made by cheques signed by the chairman or vice-chairman of the Committee, and countersigned by the clerk of the Council or the deputy approved by the Council, under section 80 of the Local Government Act, 1888.

4.—Where, in the opinion of the chairman, vice-chairman, or deputy-chairman of the Council, or the chairman of the Finance Committee, any payment is, in the interests of the Council, so urgent as not to admit of any delay, the chairman, vice-chairman, or deputy-chairman of the Council, or chairman of the Finance Committee may order such payment, and thereupon payment may be made out of the Urgency Fund by a cheque signed by the chairman, vice-chairman, deputy-chairman of the Council, or chairman of the Finance Committee ordering the same, and countersigned by the clerk of the Council or the deputy approved by the Council, under section 80 of the Local Government Act, 1888.

5.—Every payment out of the fund which has not been formally approved by the Committee on whose behalf it is made shall be reported to such Committee by the comptroller.

6.—The comptroller shall report to the Finance Committee at each ordinary meeting particulars of all payments made out of the Urgency Fund since the previous meeting of the Finance Committee, and the Finance Committee, after seeing that the payments have been correctly vouched, shall report the same to the Council for approval.

7.—All payments made out of the Urgency Fund shall be treated in the books of the Council as payments at the time they are actually made.

8.—The balance for the time being standing to the credit of the Urgency Fund shall be treated as part of the cash balance of the Council, and, as such, shall be reported periodically by the Finance Committee to the Council.

9.—All accounts of receipts and expenditure connected with the Urgency Fund shall be subject to audit in the same manner as the Council's accounts.

### *Estimates of expenditure.*

*(Estimates and votes on rate or maintenance account.)*

252.—The estimates of expenditure comprised in the annual estimate of receipts and expenses on rate or maintenance account, submitted by the Finance Committee to the Council at the beginning of each financial year under section 74 (1) of the Local Government Act, 1888, shall be deemed to be estimates of costs, debt or liability within the meaning of section 80 (3) of the same Act, and shall be also submitted by the Finance Committee to the Council for approval as such, each head of estimate for this purpose being approved separately.

253.—In the case of any work or object the expenditure on which may extend over more than one financial year, the estimate shall show (a) the total estimated costs, debt or liability involved, (b) the amount proposed to be expended within the financial year, (c) the amount (if any) included in previous estimates.

254.—The amounts stated under the various heads of the estimates of expenditure, when approved by the Council, shall be deemed to be appropriated to the objects specified under such heads, and shall be termed

“Annual Maintenance Votes,” and the various committees of the Council shall be authorised to expend during the financial year for the several objects specified, sums not exceeding the total amounts of the votes, subject to the condition that no liability exceeding £50 shall be incurred without the express sanction of the Council, except in the case of committees acting in pursuance of statutory or specially delegated powers of expenditure.

255.—No expenditure on rate or maintenance account shall be incurred by a committee except such as is provided for in the annual maintenance votes; any proposed expenditure not so provided for shall be made the subject of a special estimate to be submitted by the Finance Committee to the Council, and upon such estimate being approved the committee shall, upon their recommendation to the Council, be authorised to incur such expenditure (to be termed a “Special Maintenance Vote”).

256.—Where any committee finds it necessary to obtain the sanction of the Council to any proposal involving expenditure in anticipation of an annual maintenance vote, the committee shall, fourteen days prior to taking up their recommendation to the Council, send an intimation to the Finance Committee of their intention, and any such proposal shall, if sanctioned by the Council, be subject to the passing of the annual maintenance vote.

*(Estimates and votes on capital account.)*

257.—No recommendation or proposal involving expenditure on capital account shall be voted upon by the Council until an estimate of the costs, debt or liability proposed to be entered into has been submitted by the Finance Committee to the Council. The esti-

mate shall be submitted by the Finance Committee without delay to the Council, with any observations they may wish to make upon its financial bearings, and the report of the Finance Committee shall be considered by the Council simultaneously with the report of the committee making the recommendation. An estimate which does not comprise the total amount of the liability involved in any proposal shall be accompanied by a statement of such total liability and of the amount (if any) of previous votes.

258.—No expenditure on capital account shall be incurred by a committee except upon an estimate submitted by the Finance Committee and approved by the Council, and upon such estimate being so approved the committee shall, upon their recommendation to the Council, be authorised to incur expenditure (to be termed a “Capital Vote”) not exceeding the amount of the vote; subject, however, to the expenditure being within the borrowing powers for the time being conferred upon the Council by the Annual Money Acts, and also to the further condition that no liability exceeding £50 shall be incurred without the express sanction of the Council, except in the case of committees acting in pursuance of statutory or specially delegated powers of expenditure.

*(Supplemental estimates and votes.)*

259.—Any anticipated excess of expenditure under an Annual Maintenance or Capital Vote, shall be the subject of a supplemental estimate, and it shall be the duty of every officer responsible for the supervision of expenditure to warn the committee under whom he serves whenever an excess is to be anticipated on sums appropriated under any vote of expenditure under his supervision by reason of extra works ordered

by himself or by a committee of the Council, or from any other cause, and the committee shall send a supplemental estimate to the Finance Committee, and shall obtain the Council's approval to the proposed increased expenditure at the earliest possible moment. Such supplemental estimate shall be submitted by the Finance Committee without delay to the Council, with any observations they may wish to make upon its financial bearings, and, when approved by the Council, shall be termed a "Supplemental Vote."

260.—Any saving on an amount appropriated for a specific purpose within any maintenance or capital vote may, with the sanction of the Finance Committee, be applied to meet an excess on an amount appropriated for another purpose, and no supplemental vote shall in that case be necessary. The Finance Committee shall report quarterly to the Council the sanctions given under this sub-section.

261.—In cases where it is impossible to estimate the additional cost involved by any extra work until the work is measured up on the basis of a schedule or of agreed prices, the supplemental estimate of the committee may be delayed until the work is completed, but must be made as soon after completion as practicable.

*(Excess votes.)*

262.—In any case in which the actual expenditure has exceeded the original vote or supplemental vote, as the case may be, an excess vote shall be obtained from the Council, upon the recommendation of the committee responsible for the expenditure; provided that, in the case of works carried out by the Works department, the vote for the excess expenditure above any excess for which the committee ordering the work are responsible, shall be obtained by the Executive

Committee at the time of the Finance Committee's half-yearly report to the Council. Every committee shall, fourteen days prior to bringing up to the Council an application for an excess vote, report the facts to the Finance Committee.

263.—In the event of the cost of any work being reduced by reason of the omission of any portions of the work, the effect of such reduction on the original vote shall also be reported to the Council at the earliest possible moment.

*(General.)*

264.—Accounts shall be kept by the department concerned of liabilities incurred under each annual maintenance or capital vote. These accounts shall be in such a form as may be prescribed by the Finance Committee, and shall be open to the periodical inspection of the comptroller.

265.—The Finance Committee shall cause periodical returns to be submitted to them, showing the progress of expenditure under the various votes on maintenance and capital account, and shall present to the Council at the expiration of the financial year a statement of the maintenance votes and of the expenditure thereunder, with such comments thereon as they may think advisable.

266.—The Finance Committee shall prepare and submit to the Council annually an abstract of the finances of the Council, dating from the 21st of March, 1889.

267.—The annual estimates of receipts and expenses shall provide for receipts and payments within the financial year, under the various heads, subject to provision being made in the total amount estimated as required to be raised by rate for the discharge, after



allowing for assets, of all the Council's liabilities of the year on rate or maintenance account.

268.—Every committee shall, on or before 1st February in every year, prepare and send to the comptroller an estimate, under various heads, of the total moneys required for the expenditure of the committee upon matters within its reference for the following financial year on maintenance account and also estimates of expenditure on capital account for the same period, and for the following six months. Such estimates shall be in such form and under such heads as the Finance Committee may from time to time prescribe.

269.—If any committee shall, on or before 1st August in any year find it necessary to revise its estimate for the financial year, it shall send to the comptroller a revised estimate on or before 1st August.

270.—The comptroller shall, in the month of February in every year, bring up to the Finance Committee the estimates forwarded to him from the various committees, and thereupon the Finance Committee shall prepare and submit to the Council in March or April an estimate of the receipts and expenses of the Council for the next financial year, including an estimate, prepared by the Finance Committee itself, of the charges in respect of money borrowed and other financial charges, if any, within its own reference, and also an estimate of the amounts which will require to be raised in the first six months and in the second six months of the said financial year by means of contributions and of the amount of the county rate necessary to raise such contributions. The annual estimates shall be sent out to all the members of the Council ten days at least before the meeting at which they are to be considered by the Council.



271.—If at the end of the first six months it is necessary, either by reason of revised estimates being sent up by any of the committees or otherwise, to increase or modify the general estimate for the second six months, the Finance Committee shall prepare and send up to the Council a revised estimate for such six months.

*Payments.*

272.—No payment (except such as passes through the Urgency Fund) shall be made until it has been expressly ordered by the Council pursuant to section 80 (1) of the Local Government Act, 1888.

273.—[According to section 80 (3) of the said Act, payments can only be made in pursuance of a resolution of the Council passed on the recommendation of the Finance Committee. Section 80 (3) is not, however, confined to payments due, but extends to prospective liabilities exceeding £50.]

274.—The Finance Committee is to require the comptroller to report whenever an account is not presented for payment within forty-two days after it has been rendered by the person to whom the payment is due.

275.—The Finance Committee may arrange for the disposition of the part of any pension which may be payable in respect of any lunatic chargeable to the county of London, for the benefit of the lunatic's wife and family as they may deem desirable, reporting each case to the Council.

276.—Whenever it is desired to make a payment for which the sanction of the Local Government Board, under the Local Authorities (Expenses) Act, 1887, appears to be required, the expediency of applying for such sanction shall be referred to and reported on by the Finance Committee.

*Expenditure on Capital Account.*

277.—The following regulations shall govern all expenditure by the Council on capital account—

*I.—Capital (Original Outlay) Account.*

(a) All initial capital expenditure on the carrying out of street improvements, schemes under the housing acts, main drainage works, tramways, the acquisition and laying out of parks and open spaces; the provision of asylums, industrial schools, fire brigade stations, offices, and the construction of bridges, and on any other work or undertaking which as a whole may be regarded as of a permanent nature, shall be charged to a separate account in each case, to be called “Capital (Original Outlay) Account.”

(b) Until this account is closed, all items of expenditure in the nature of original capital outlay on such works, acquisitions, or undertakings, and so agreed by the Finance Committee, shall be charged to this account independently of any consideration as to the durability of the objects upon which the expenditure is incurred.

(c) It shall be the duty of the comptroller, when it shall appear that the original outlay on any work may be considered to be completed, to report accordingly to the Finance Committee, who, after consultation with the committee concerned with the subject, may recommend the Council to order the original outlay account to be closed.

(d) In the case of any difference of opinion between the Finance Committee and any Executive Committee as to the date when an original outlay account should be closed, the Finance Committee shall, if they decide to recommend the Council to order the closing of the account, state the objections raised by such Executive Committee to the closing of the account.

(e) The original outlay account shall not be re-opened, except by order of the Council passed on the recommendation of the Finance Committee, and in cases where the proposed expenditure is for a permanent object, and of the nature of original outlay.

(f) The repayment of all money expended on original outlay account shall be spread over the full term, not exceeding 60 years, except initial capital expenditure on sludge vessels, ferry boats, hydrants, iron hurdles for general use [not provided for under (a)], and on any other things which, although properly chargeable to capital, cannot by reason of their nature be considered as permanent; the repayment of such last-mentioned expenditure shall be spread over a short term of 25 years, or over such shorter term as in any special case may be agreed upon between the Council and the Treasury.

*II.—Capital (Short Period) Account.*

(g) After the closing of the original outlay account, and in a case where such account is not reopened under (e), any expenditure described in paragraphs 1, 2 and 3 of this rule which, in the opinion of the Finance Committee may properly be spread over a term of years, shall, subject to the conditions expressed in (h) and (i), be charged to an account to be called “Capital (Short Period) Account,” and the repayment of the same shall be spread over 25 years—

(1.) Expenditure under £1,000, which, if the original outlay account were open, would be chargeable thereto.

(2.) Expenditure on additions, alterations and improvements to buildings or machinery, but only to the extent, as certified by the architect or engineer, to which such additions, alterations or improvements are estimated to increase the value of the buildings or machinery beyond their original cost.

(3.) Expenditure on the renewal of sludge vessels, ferry boats (the original outlay on which has been spread over the term of 25 years), and on any item which has been similarly dealt with and where, in the opinion of the Finance Committee, the cost of renewal is too great to be defrayed out of the county rate of one year.

(h) No item of expenditure, the separate estimate of which is less than £200, shall be charged to short period account, but shall be charged to maintenance.

(i) Before charging any expenditure to short period account, a certificate shall be obtained from a head of a department that, in his opinion, the object for which the expenditure has been incurred will endure for 15 or more years.

(j) Subject to the exception referred to in rule (g) (3), no expenditure on renewals shall be charged to capital account. [18-5-97.]

### *Reserved Interest Fund.*

278.—The Reserved Interest Fund is to be treated in future as an asset of the Consolidated Loans Fund, and its value taken into account for the purpose of ascertaining the amount necessary to be raised by rate.

That, considering the purpose for which the Reserved Interest Fund was set aside, the amount by which the annual charge on the rate will in future be reduced in consequence of the introduction of the Reserved Interest Fund as an asset of the Consolidated Loans Fund should be expended, at the discretion of the Finance Committee, in the payment of premiums on stock purchased above par.

### *Electric Lighting loans.*

279.—The maximum periods of repayment of all loans for the initial cost of electric lighting undertakings shall be as follows—

For land, buildings, culverts, bare copper mains, and royalty licences relating to such purposes, 50 years.

For all other purposes, 20 years.

Or, as an alternative—

A mean period of 42 years for all loans for the initial cost of electric lighting undertakings (except purchase of land in fee simple), provided that if any works fall to be renewed during the currency of the mean period, the cost of renewal shall constitute a maintenance charge, and shall not be made the subject of a fresh loan.

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## Fire Brigade Committee.

### *Chief officer.*

280.—The appointment of chief officer of the fire brigade is subject to the conditions that he do hold his office during the pleasure of the Council; that he be required to give his whole time to the duties of his office, and be not allowed to take any private business; that any fees received by him either as a witness or in any other capacity be paid to the Council; that no fixed allowance be made to him for travelling expenses, but that he be repaid any such expenses as he may actually incur; and that during the summer vacation leave of absence not exceeding one month be allowed to him. For the purpose of calculating pension the value of the chief officer's allowances is to be taken to be £200 a year.

[3-11-91 and 2-2-92.

### *Second officer.*

281.—The appointment of second officer of the fire brigade is subject to the conditions that he be required to give his whole time to the duties of his office, and be not allowed to take any private business; that any fees received by him either as a witness or in any other capacity be paid to the Council, and that he be allowed 28 days' leave during the year. The value of the second officer's allowances which are to be taken into account in calculating pension is to be taken to be £100 a year.

[26-1-92.

### *Pay.*

282.—The following are the rates of pay of officers and firemen—

[23-6-91

Superintendents—£195 a year, rising by £10 a year to a maximum of £245; with free quarters, coal and gas, estimated to be worth £1 a week.

Foremen—£2 16s. a week; with free quarters, coal, and gas, estimated to be worth 15s. a week.

Engineers—£2 5s. a week during the first 5 years' service in the rank, and then £2 12s. a week; with free quarters, coal, and gas, estimated to be worth 15s. a week.

First-class firemen—£1 17s. 6d. a week.

Second-class firemen—£1 14s. a week.

Third-class firemen—£1 10s. a week.

Fourth-class firemen—£1 6s. a week.

Men under instruction—£1 4s. a week.

### *Pensions and gratuities.*

283.—Pensions and gratuities will be granted as follows—

[23-6-91]

After 15 years service completed, fifteen-fiftieths of the pay.

For each additional year of service completed, up to 20 years, an additional fiftieth of the pay.

From 20 to 25 years completed, two additional fiftieths for each year.

From 25 years, an additional fiftieth for each year, up to 28 years completed, when the pension will be of the maximum amount, viz., two-thirds of the pay.

All pensions to be for life.

After 5 years of approved service, and less than 15, a gratuity of one month's pay for each year of service.

In calculating the pensions to be granted to superintendents, foremen, and engineers according to the foregoing scale, the value of their allowances is to be taken into account in addition to their pay. For this purpose the value of a superintendent's allowances is to be taken as £1 a week, and the value of a foreman's or an engineer's allowances as 15s. a week.

[23-6-91]

The case of any man disabled by injuries received in the execution of his duty is to be specially considered on its merits; but any pension granted to a man so disabled is not to be less than the pension that he would be entitled to receive according to the foregoing scale.

[23-6-91]

Any man, whether incapacitated or not, who shall leave the force, except for misconduct, having completed 28 years' service, is to receive a pension of the maximum amount, viz., two-thirds of his pay, provided that in the event of a superintendent retiring before he has completed five years' service in that rank, his pension shall be calculated on the pay and allowances of the rank of foreman, unless his retirement shall be necessitated by infirmity, and also provided that in the event of a foreman retiring before he has completed five years' service in that rank his pension shall be calculated on the maximum pay and allowances of the rank of engineer, unless his retirement be necessitated by infirmity. No man enrolled in the brigade subsequently to the 2nd of October, 1894, shall be allowed to retire on full pension under this clause, unless in addition to having completed 28 years' service he shall have attained the age of 55 years.

[23-6-91: 27-6-93: 30-10-94: and 14-7-96]

No pension or gratuity is to be granted to any man who has served less than 28 years, except on the certificate of one of the medical officers of the brigade that he is incapacitated by infirmity, such certificate to be accompanied by the certificate of the chief officer that the man has served with zeal and fidelity. [23-6-91]

In the case of men who join the brigade after 28th November, 1893, their time in the drill class is not to be taken into account in calculating their length of service when they leave the brigade with a pension or gratuity.

[23-11-93]

The regulations with respect to the grant of pensions and gratuities to members of the fire brigade on retirement are to apply to the coachmen, subject to the following reservation, viz.—

In calculating the pensions and gratuities to be granted to coachmen, the value of their lodgings and other allowances, and their probationary term of service (if any) shall not be taken into account.

[3-3-96]

In the case of the chief officer of the Fire Brigade the Council may, on his leaving the force, if the Council shall in its discretion consider there are special circumstances which render it just or expedient, grant to him a gratuity of such amount as it may think fit.

[23-7-96 and 23-2-97]

That the following be a regulation under section 8 of the Fire Brigade Act, 1865, and be added to the regulations in respect of pensions and gratuities to firemen made by the Council on 23rd June, 1891—A gratuity not exceeding £10 may be granted to a fireman who may before completing five years' service be discharged consequent on his being certified to be permanently incapacitated for further service.

[22-2-98]

*Pensions and allowances to widows and children.*

284.—Pensions are to be granted to widows, and compassionate allowances to children, of officers and firemen killed in the discharge of their duty, according to the following scale:—

To the widow of a superintendent	... £30 a year.
To each child of a superintendent until	
it attains the age of 15 years	... £5 „
To the widow of a foreman or engineer	£25 „
To each child of a foreman or engineer	
until it attains the age of 15 years...	£5 „



To the widow of a first or second class	
fireman ... ..	£20 a year.
To the widow of a third or fourth class	
fireman ... ..	£15 „
To each child of a fireman until it	
attains the age of 15 years ... ..	1s.6d. a week

In case of a widow re-marrying, her pension is to be suspended from the date of her re-marriage, but in the event of her again becoming a widow, the pension may be restored, on proof that her circumstances are such that it is necessary for her support, and that she is of good character, and deserving of the public bounty. The pension will be again suspended during any future marriage.

The Council reserves to itself the right of special consideration of any particular case. [3-2-91 and 23-6-91]

The regulations with respect to the grant of pensions and allowances to widows and children of firemen killed in the discharge of their duty are to apply to the widows and children of coachmen who may be killed in the discharge of their duty, the pension to be granted to the widow of a coachman to be £20 a year if his pay corresponds with that of a first or second-class fireman, and £15 a year if his pay corresponds with that of a third or fourth-class fireman. [3-3-96]

Pensions shall be granted to the widows, and compassionate allowances to the children of the chief and second officers, in the event of such officers being killed in the discharge of their duty the amount of the pensions and allowances to be as follows—

To the widow of the chief officer ...	£150 a year.
To each child of the chief officer until	
it attains the age of 15 years ...	£25 „
To the widow of the second officer	£75 „

To each child of the second officer  
until it attains the age of 15 years

£12 10s. a year.

In the event of a widow re-marrying, her pension shall be suspended from the date of her re-marriage, but in the event of her again becoming a widow the pension may be restored on proof that her circumstances are such that it is necessary for her support, and that she is of good character and deserving of the public bounty. The pension will be again suspended during any future marriage.

The Council reserves to itself the right of special consideration of any particular case. [23-2-97]

*Coachmen and pilots.*

285.—The pay of coachmen at stations where only one pair of horses is kept is to be 28s. a week, the pay of the senior coachman at each station where more than one pair of horses are kept and the pay of two coachmen at the chief station is to be 31s. 6d. a week, the second or third coachman at a station receiving 28s. a week, and the pay of the head coachman is to be 38s. 6d. a week. The payment of gratuities is to be discontinued. [1-2-98]

286.—The head coachman is to be provided with coal and light on completing 15 years' service in that capacity. [22-12-96]

287.—Coachmen are to be placed on the permanent staff. Those appointed after 3rd March, 1896, are to be on probation at 24s. a week for three months, to be increased to 28s. a week in the event of the probationary term being completed to the chief officer's satisfaction. [3-3-96]

288.—The chief officer is authorised to employ substitutes for coachmen and pilots temporarily incapacitated for duty, or for coachmen on annual leave.

[13-1-91 and 16-6-96]

*Condemned and obsolete appliances.*

289.—The Fire Brigade Committee is authorised to dispose of gear and appliances which may be condemned or become obsolete, such sale to be reported to the Council.

[22-11-97]

*Fines.*

290.—Fines inflicted by the chief officer on members of the brigade for breaches of discipline are to be appropriated for the benefit of the recreation and reading rooms in fire stations. The chief officer is to report once a quarter to the Fire Brigade Committee how the money has been disposed of.

[22-12-96]

*Firemen's savings fund.*

291.—The money standing to the credit of the fund in the books of the Council is to be transferred to a separate banking account at the London and Westminster Bank, and in future all receipts belonging to the fund are to be paid into that account. Until further order the Council will continue to make payments out of the fund, on the recommendation of the Finance Committee, in the same manner as in the case of the county fund.

[23-6-91 and 6-3-94]

*Government buildings.*

292.—The practice of allowing firemen to watch Government buildings is to be discontinued.

[27-7-97]

*Hydrants, Use of.*

293.—Local authorities are to be allowed on certain conditions to use fire hydrants for flushing purposes,

the sum of 5s. a year being payable to the Council in respect of each of such hydrants. No charge is to be made in cases where hydrants are used for flushing sewers only. [22-12-96]

Under certain conditions fire hydrants may be used by local authorities or their contractors during the execution of paving and other works. Charges according to a scale are to be made when contractors use the hydrants. [19-10-97]

*Jobbing work.*

294.—Jobbing work at fire brigade stations is to be executed at the option of the Fire Brigade Committee by contractors or by the Works department. [28-4-96]

*Leave.*

295.—Every officer and fireman in the brigade is to be allowed an annual holiday of at least one week, and leave during the year to the extent of 26 days of 24 hours each. [3-2-91]

296.—The same regulation is to apply to the coachmen. [3-3-96]

297.—Each licensed waterman employed to navigate the brigade craft is to be allowed an annual holiday of a week. [26-7-98]

*Painting.*

298.—The annual painting and cleaning work required at the chief station is not to be executed by firemen. [27-7-97]

*Promotions.*

299.—In the case of men who join the brigade after 3rd November, 1892, their time in the drill class is not to be taken into account in calculating the qualifying term of service for promotion to the third class. [8-11-92]

300.—In the case of men promoted to any rank higher than that of third-class fireman, the increased pay to which the man becomes entitled on promotion is to date from the day on which the Council orders the promotion.

301.—Firemen enrolled after 31st March, 1896, are not to be entitled to promotion to the rank of third-class firemen until they have completed three years' satisfactory service in the fourth class. [31-3-96

*Services rendered by officers outside the limits of their duties.*

302.—The condition under which all persons in the permanent service of the Council are employed, viz. that they shall give their whole time to their duties, and shall not take any private business, or other paid employment, is to apply to the Fire Brigade equally with other branches of the Council's service; but the men now authorised to periodically inspect the fire appliances in buildings, and to give instruction in the use of such appliances, and to receive payment for such service are to be allowed to continue to do so until they have been promoted to a higher rank, or transferred to another station, or until they leave the brigade. [3-7-94

*Special duty pay.*

303.—Certain men authorised to receive special duty pay of 6d. a day. [24-6-90 : 26-10-97 : 9-11-97

*Subsistence fees for members of the brigade.*

304.—That whenever officers or men of the brigade are required to attend courts or to perform any other service not strictly within the limits of their duty, the chief officer be authorised to allow such officers or men

subsistence fees, the amount for an officer not to exceed 2s. 6d. a day, and for a fireman 1s. 6d. a day, and that the fees received by officers and men from officials of courts be paid into the county fund. [8-2-98]

*Turncocks.*

305.—Payments to turncocks are to be limited to 2s. 6d. to the first turncock who arrives at a fire, such payment to be in respect not only of attendance but of services rendered in connection with the obtaining of water from hydrants or fire-plugs, and in cases in which the turncocks of more than one water company attend, the gratuity is to be paid to the first to arrive of each company. [18-6-95]

*Widows' and orphans' club.*

306.—A copy of the balance sheet is to be submitted to the Fire Brigade Committee annually. [3-2-91]

*Workshops staff.*

307.—That the mechanics and labourers employed in the brigade workshops be appointed on the understanding that they shall not on retirement claim or be entitled to any pension under the Superannuations Act of 1866, and that the engagement of such men be considered to be of a temporary character. [1-2-98]

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### Highways Committee.

308.—The solicitor is to apply for summonses on behalf of the Council, with a view to the enforcement of penalties in any cases where electric lighting companies commence their works before obtaining the consent of the Council.

309.—Companies and others desiring to enter a subway for the purpose of laying a new pipe or altering an existing pipe must give 14 days' notice to the Council of the date on which it is proposed to enter the subway; and companies and others having pipes in and who desire to enter a subway must, except in cases of urgency which will admit of no delay, give to the Council's chief engineer at least 24 hours' notice in writing of the time at which they wish so to enter. All persons contravening the Council's by-laws and regulations relative to the subways will be held responsible for the consequences.

310.—Each person employed by the Council on the Victoria - embankment is to be allowed one week's holiday, on full pay, in the year, and the engineer is to make the best arrangements he can for that being done without inconvenience.

311.—The clerk is authorised to issue licences, under the Council's by-laws relative to the licensing and use of locomotives in the county of London, immediately upon their being applied for, provided that the required information is properly given upon each form of application.

#### *Electricity meters.*

312.—The following are to be the rules and scale of fees for the testing of meters—

*(Meters in use upon a consumer's premises.)*

(1.) Upon any application being received by the Council in connection with any difference arising between any consumer and the undertakers as to the accuracy of any meter, an appointment will be made with the consumer and the undertakers for an inspector to attend at the premises of the consumer. The inspector will take charge of the meter, which is not to be disconnected from the circuit except in his presence, and then only by the undertakers.

(2.) The inspector will, as far as possible, ascertain before such disconnection takes place whether the meter is properly fixed and connected with the circuit, and whether it appears to be in good working order.

(3.) If the meter be not one requiring to be tested for synchronism, it will then be removed under the supervision of the inspector to the Council's office, 42, Cranbourne-street, to be there tested for accuracy.

(4.) If the meter be of a type requiring to be tested for synchronism, it will, if necessary, after disconnection from the circuit, and before removal from its position, be sealed up by the inspector and run for at least 24 hours without current being allowed to pass through the main coils, and at the end of that time or of such longer time as may be convenient, the result will be ascertained by the inspector, and the meter then removed in the manner before indicated.

(5.) Before removing the meter, the inspector will ascertain as accurately as possible the total current which may be taken if all the current-consuming devices connected with the installation are put on



to the circuit, and also the average and the maximum normal current.

(6.) If the inspector considers it desirable, he will also, with the concurrence of the applicant and upon payment of the prescribed fee, test the insulation resistance of the meter as fixed, and of the house installation connected therewith.

(7.) In the case of meters, which can, under certain circumstances, register without current passing through the main coils, the inspector will make a careful examination to ascertain whether such registration is effected.

(8.) The tests for accuracy will be made at the Council's meter-testing station, 42, Cranbourne-street.

(9.) In the case of meters which before being fixed shall have been tested by the Council and passed as correct meters, the meters will be tested for starting current and at one or more quarter loads, and if the results be approximately the same as those obtained in the previous tests the meters will be considered correct. (A meter shall be considered to be "correct" when the registration shown by the dials is within  $2\frac{1}{2}$  per cent. of absolute accuracy at all points above one-twentieth load.)

(10.) In the case of meters which have not been tested and sealed by the Council before fixing, the tests will be made at the average load used by the consumer, if this can be ascertained.

(11.) In cases where the meter has been removed from the consumer's premises before any application for testing is made to the Council, it may nevertheless be tested for accuracy, but a note will be attached to the report stating that the meter was removed from the consumer's premises before it

was tested, and that the Council has no means of ascertaining whether its condition is the same as it was when so fixed.

(12.) At least one test will be made of every meter by a dial reading, and the dial works will be further examined to ascertain that the gearing is properly proportioned.

(13.) The report of the inspector, or a copy thereof, will be sent both to the consumer and to the undertakers by the engineer in charge of the Council's meter-testing station.

(14.) All fees for testing shall, unless the Council otherwise order, be paid in advance by the applicant to the cashier of the Council at its office in Spring-gardens.

(15.) Within one week after the completion of the test the meter will be handed at Cranbourne-street to the representative of the owner, unless circumstances shall have arisen which render a further test desirable.

(16.) For all meters of a pattern approved by the Board of Trade, any recommendations made by that Board with regard to testing will be followed so far as circumstances admit.

#### SCALE OF FEES FOR TESTING ELECTRICITY METERS, &c.

*Single or disputed meters (used, or to be used, in any district for which the Council is the statutory authority).*

For testing a single meter of any description up to 50 amperes capacity ... ..				10s.
Do.	do.,	of capacity from 50 to 100 amperes		20s.
Do.	do.	do.	100 to 200	„ 25s.
Do.	do.	do.	200 to 400	„ 30s.

For testing each "disputed" meter the charge shall be as above, and no reduction shall be made if a number of disputed meters be sent in together.

*(Batches of meters.)*

For testing meters, delivered at and removed from the testing-station free of cost to the Council, any work necessary for adjusting inaccurate or defective meters being charged for extra—

Class 1.—Meters without shunt coils and not requiring to be fixed for testing, up to 50 amperes capacity, if sent in in batches of not fewer than 10 of the same size and make, each ... 6s. 6d.

Do. do. do., from 50 to 100 amperes capacity, each ... 9s.

Do. do. do., from 100 to 200 amperes capacity, each ... 12s.

Class 2.—Meters with shunt coils or requiring to be fixed for testing, up to 50 amperes capacity, if sent in in batches of not less than 10 of the same size and make, each ... 7s.

Do. do. do., from 50 to 100 amperes capacity, each ... 10s.

Do. do. do., from 100 to 200 amperes capacity, each ... 13s.

Class 3.—Meters requiring fixing and synchronising, or adjusting after fixing, up to 50 amperes capacity, if sent in in batches of not less than 10 of the same size and make, each ... 8s.

Do. do. do., from 50 to 100 amperes capacity, each ... 12s.

Do. do. do., from 100 to 200 amperes capacity, each ... 17s. 6d.

Class 4.—Meters for multiple circuits will be charged for according to the number of circuits.

Class 5.—Meters which require to be tested on a circuit absorbing considerable power will be charged for at special rates.

*A reduction of 10 per cent. from these prices to be allowed when 20, and of 25 per cent. when 50, meters of the same make and capacity are sent in at the same time.*

Partial re-tests made on any meter after adjustment will be charged according to amount of work involved at one-fourth to one-half of the fee charged for “single or disputed” meters of the same capacity.

*(Inspection in situ.)*

For examining in position after fixing and certifying, if found correct, any single meter (which has already been tested for accuracy at the Council’s testing station) within a radius of three miles from Cranbourne-street ... .. 2s. 6d.

Do. do. do., any distance from 3 to 6 miles ... .. 3s. 6d.

For examining in position after fixing, where a number of meters in the same district, and within a reasonable distance of each other can be inspected on the same day, £1 for the services of the inspector for the entire day, or 15s. for half a day, a further charge of 6d. will be made for each certificate.

*(Electric pressure.)*

For taking a record of “pressure” at any consumer’s house within three miles of the testing-station, such record extending over 24 hours... .. 10s. 6d.

If such record extends over two or more consecutive periods of 24 hours, for each succeeding period ... .. 5s.

*(Service lines.)*

For testing a single pair of service lines 10s.

In difficult cases (in addition to the fee of 10s.) for every hour or part of an hour occupied after the first two hours ... 5s.

For testing any installation for insulation resistance to earth, where the time occupied is less than two hours ... 10s.

For every hour or part of an hour after the first two hours ... 5s.

NOTE.—*The above fees are to include omnibus fare for the inspector and assistant, but all other travelling expenses and cost of carriage of meters, &c. (if any), to be charged in addition.*

[29-3-98]

**Housing of the Working Classes Committee.**

*Receipts and expenditure in connection with  
workmen's dwellings, &c.*

313.—A detailed return is to be made to the Council at the end of each year ending 31st of March, showing the receipts and expenditure in respect of all workmen's dwellings and model lodging-houses erected or owned by the Council.

*Housing schemes.*

314.—The following regulations shall be observed in carrying out schemes under the Housing of the Working Classes Act, 1890—

All statistics of population, rents, occupations, &c., of persons proposed to be displaced from the area comprised in the scheme shall be prepared by the valuer (in consultation with the medical officer) who shall attend to give evidence before the examiner.

The plan of the area for deposit with the scheme is to be prepared by the chief engineer, after consultation with the architect.

The book of reference to the plan, and the large scale survey of the area are to be prepared by the valuer.

All plans of new buildings proposed to be erected on the area when cleared are to be prepared by the architect, the lines of the streets being laid down by the chief engineer after consultation with the architect.

315.     *Dwellings for the Working Classes.*

(1.) With regard to lands acquired or appropriated by the Council for the purpose of the

housing of the working classes other than lands acquired under Part III. of the Housing of the Working Classes Act, 1890, the question of the desirability of such lands being sold or let for the erection of dwellings or of the Council itself erecting dwellings thereon is to be first considered by the Council.

(2.) In cases where the Council decides itself to erect dwellings in preference to selling or letting the land for that purpose—

(a) The rents to be charged for the dwellings erected in connection with any specified housing scheme or area, shall not exceed those ruling in the neighbourhood, and shall be so fixed that, after providing for all outgoings, interest, and sinking fund charges, there shall be no charge on the county rate in respect of the dwellings on such area or scheme, and that all such dwellings shall be so designed that the cost of erection may not exceed a sum which will enable the Council to carry out the foregoing conditions. The interest and sinking fund charges shall be calculated upon the cost of erection, plus the value of the site, subject to the obligation to build dwellings for the working classes upon it.

(b) Before an order is given by the Council for the erection of any dwellings, or to construct the foundations for such dwellings, the Finance Committee shall report to the Council on the estimated effect of the erection of such dwellings on the county rate.

(3.) In cases where the Council is compelled by statute to rehouse on particular sites, and is not able to sell or let those sites for that purpose at the

fair market value, the financial aspect of each such case shall be specially considered by the Council on reports by the Housing and Finance Committees.

(4.) Where committees are of opinion that particular sites are undesirable by reason of excessive cost, unsuitability, lack of demand for dwellings or other causes, they shall report to the Council on the desirability of obtaining the approval of the Secretary of State for the Home Department or, if necessary, of Parliament to a modification of the scheme, with a view to the dwellings being erected on some other site or sites, and the original sites freed from the restrictions attaching to them.

(5.) When the Council considers as to acquiring or appropriating lands for the purposes of Part III. of the Housing of the Working Classes Act, 1890, the Finance Committee shall simultaneously report to the Council on the estimated financial effect of the scheme, and if the land proposed to be acquired or appropriated is to be used in connection with a housing scheme under Part I. or Part II. of the Act, or a street improvement, any recoupment which will thereby result to the Part I. or II. housing scheme or street improvement shall, if possible, be taken into account.

Clauses (1) to (4) are to apply only to dwellings in schemes under Parts I. and II. of the Housing of the Working Classes Act, and for rehousing people displaced by street improvements.

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**Improvements Committee.**

316.—The Council when contributing to the cost of local improvements shall treat the net cost as including the cost of all works and the reasonable professional costs, charges, and expenses incurred in connection with the purchase of the property and the completion of the improvement.

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### Industrial and Reformatory Schools Committee.

317.—All tenders for supplies to the schools may be opened by the committee.

318.—The committee of Visitors of Feltham Industrial School shall be appointed by resolution of the Council at an ordinary meeting, and the committee shall hold office until the appointment of a committee for a like purpose in the month of March in the following year.

319.—Meetings of the committee shall be called in such manner as may be decided by the committee, notwithstanding any provision contained in the Middlesex Industrial School Acts as to the manner of calling meetings.

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## Local Government and Taxation Committee.

320.—The committee may require that all future applications for the division of parishes into wards shall be accompanied by an ordnance sheet of 25 inches to the mile, showing the boundaries proposed. The boundary lines of the wards are to be placed, where practicable, in the public roads.

321.—The committee shall cause to be issued every year a serial volume of "London statistics" comprising (1) all returns of a statistical nature which have been prepared or printed during the year by order of the Council, or any committee of the Council; (2) such additional statistics as the committee may deem it advisable to print in order to make the volume efficient; (3) an explanatory memorandum to be prepared by the statistical officer in concert with the chairman of the committee; and (4) a complete index. For the purpose of this order the printing clerk shall send to the statistical officer to be laid before the Local Government and Taxation Committee a copy of every report, return, map, plan or other paper which since the previous meeting of the committee has been printed by order of the Council or of any committee, except confidential documents issued by any committee. The committee shall, upon receiving a report from the statistical officer, decide which of such documents shall be kept in type for the annual volume, and such documents shall be kept in type subject to the order of the committee. The committee may also instruct the statistical officer to so arrange the documents that they may be printed in the annual volume suitably to their subjects and extent.

322.—All parliamentary papers of the current session and all reports of vestries and district boards sent to the

Council pursuant to statute shall stand referred to the statistical officer to prepare a summary of the statistics therein relating to London.

323.—A copy of the annual volume of statistics when complete shall be sent to all the members of the Council and to all free libraries in London, and a sufficient number of copies shall be reserved for public sale.

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### Main Drainage Committee.

324.—At the pumping and outfall stations the hours of the engineers, stokers, coal trimmers, oilers, mechanics, and labourers are to be 54 per week. All new engagements are to be reported to the engineer for sanction as to hours and rate of pay.

325.—The wages of the filth-hoistmen, lime workers, and iron mixers at the Barking outfall precipitation works are to be at the rate of 7d. an hour, the work to be arranged in shifts of 8 hours, in consequence of the work having to be continued throughout the 24 hours, with half an hour allowed for refreshment; the work is to be carried on, as far as practicable, continuously throughout the week, and the number of men employed is to be no more than the number sufficient to deal with the amount of sludge which under existing circumstances can be carried out to sea.

326.—In fixing wages they are to be calculated at a rate per hour in all cases where the circumstances admit of it.

327.—The minimum pay of men of any class, with the exception of men who are on duty for long hours but whose work is intermittent, is to be 6d. an hour; the minimum pay of oilers, cleaners, and stokers  $6\frac{1}{2}$ d. an hour, and the minimum pay of fitters 9d. an hour; these rates are not, however, to apply to men having the free use of the Council's houses or portions of them.

328.—On the engagement of new men, none of them are to be allowed to have houses, gas, or coal without previous reference to the Main Drainage Committee, and no engagement is to be made at a rate exceeding the hour rate previously reported by that committee.

329.—Each of the men employed in cleansing and flushing the sewers is to be provided, at the expense of the Council, with boots, stockings, smock, hat, and shovel, and the air-grate cleaners are to be provided with a waterproof coat, cap, and leggings, and a blue slop.

330.—Waterproof boots and clothing provided by the Council at the pumping and outfall stations are to be the property of the Council, and to be kept at the stations to be used by the men at the discretion of the respective superintendents.

331.—Every workman employed by the Council in connection with the main drainage is to have a week's holiday in the summer and six general holidays, or days in lieu thereof, and the engineer is empowered to arrange in his discretion that the whole of the holidays may be taken at one period in each year.

332.—The engineer is authorised during the holidays of the men engaged in the main drainage works, and also during the sickness of any of the men, to make such temporary arrangements as shall seem to him most suitable for the discharge of their duties.

333.—The committee is authorised to settle the uniform to be worn by the different classes of men employed on the sludge vessels, and the quantity of clothing to be allowed to each man.

334.—The engineer is authorised to employ such temporary men as may be found necessary from time to time for the efficient working of the sludge vessels.

335.—The superintendents of the several pumping and outfall stations have power to discharge men under their control.

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## Parks and Open Spaces Committee.

### *Retiring-room attendants.*

336.—One day's rest in seven is to be allowed to the women employed as retiring-room attendants in the parks.

### *Doorways on to open spaces.*

337.—All licences for doorways on to open spaces are to be in future renewable annually.

No doorways are to be allowed to be opened into parks, gardens, or places which are closed at night.

A charge of 7s. 6d. per annum is to be made for the use of every opening or doorway, and a proper system of registration adopted by the comptroller, but no legal or other expenses beyond the 7s. 6d. per annum are to be charged.

No alteration is to be made as regards the 1s. per annum rent paid by the holders of present agreements, but 7s. 6d. is to be demanded for all new licences.

All agreements or licences as to doorways are in future to be in uniform terms and on a printed form, and the rents are to be payable on the 1st of January in each year.

In the event of any new tenant or owner of a house, with respect to which a doorway licence is attached, desiring not to use such doorway, the same is to be padlocked by the Council's officials, or, failing a mutual agreement in that respect, it is to be blocked up on the common side until it is desired to take out a new licence.

The comptroller is to report to the Parks and Open Spaces Committee, in the month of March in each year, the receipt or otherwise of the rents for doorways for which licences exist.

Every licence for a doorway is to state distinctly that the doorway is to be used for foot-passengers only, and that no wheelbarrows, coal, garden material, rubbish, ashes, or other like things, may be taken through such doorway, or up to it on the side abutting on the Council's property.

*Contributions to purchase of recreation-grounds.*

338.—No contribution to the purchase of land for the purposes of a recreation-ground is to be voted in future except with a proviso in the resolution that the ground shall be laid out by a specified date, the failure to comply with such to nullify the vote unless reasonable cause for the delay be shown, and no payment of a contribution is to be made without a certificate by the chief or other approved officer of the satisfactory completion of the work.

*As to cost of laying out proposed parks or open spaces.*

339.—The committee when bringing up a recommendation for the acquisition of a park or open space is to bring up at the same time an estimate of the cost of laying it out, and of the annual charge for maintenance which will have to be borne by the county.

*Refreshments.*

340.—There shall be but one tariff for refreshments in the Council's parks and open spaces, and refreshment contractors are precluded from charging for any article a higher price than that stated in the tariff adopted by the Council.

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### Parliamentary Committee.

341.—The various committees are to bring up to the Council not later than the first meeting of the Council in June any schemes which they may propose, in order that the schemes may be fully considered by the Parliamentary Committee before the summer recess.

342.—No report from a committee recommending an application to Parliament for further powers shall be adopted by the Council, and no motion to that effect shall be made or passed by the Council, unless with a view to an application in the session of Parliament next ensuing upon the date of the report or motion, and unless the report or motion be adopted before the Council rises for the summer vacation. This order shall not refer to any application to Parliament which may be recommended in any case of emergency.

[17-12-89.]

343.—Where on the recommendation of any committee the Council resolves to instruct the Parliamentary Committee to prepare a bill or clauses for the amendment of the existing law, the committee on whose recommendation the resolution was adopted shall cause to be prepared and forwarded to the Parliamentary Committee a short statement of the effect of the existing law, with full reference to the existing enactments on the subject, and also a short statement of the scheme of the proposed bill or of the nature of the amendment proposed, and the reasons for the same.

344.—Where on the recommendation of any committee the Council resolves to instruct the Parliamentary Committee to apply for statutory authority to execute any work or to purchase or acquire or otherwise deal with any land, the committee on whose recommendation the resolution has been adopted shall cause to be prepared

and submitted to the Parliamentary Committee a large scale ordnance map or other plan showing the commencement, termination, and centre line of the proposed work (if any), and the boundary of any lands with which it is proposed that the bill should deal.

345.—Any committee on whose recommendation application is to be made to Parliament for powers for any work shall submit in writing to the Parliamentary Committee, not later than the 15th of November in each year, the amount to be inserted in the bill as the estimated amount of capital required.

346.—With reference to any railway or subway Bill for compulsory powers to carry out works under streets in the county of London, the committee shall consider whether a petition should be presented against such Bill with a view to secure the insertion of proper provisions for payment of compensation to the public bodies in which such streets are vested, in respect of the beneficial user of the subsoil of such streets by the railway or other company or persons so using the same.

347.—Endeavours are to be made to obtain the insertion in all Bills promoted by railway companies of clauses compelling the companies to make watertight the flooring of the superstructure of all bridges, to provide openings between the old and new portions of widened bridges, and to face all walls with white glazed bricks or tiles, and to make all bridges as silent as possible in their working.

348.—Whenever it is proposed to build a railway bridge across the Thames within the Council's jurisdiction, the Parliamentary Committee is to endeavour to secure that a footway or footways for the public shall form part of the structure. The designs of such footway

or footways are to be submitted to the Bridges Committee for their approval on behalf of the Council.

349.—The parliamentary printing of the Council, that is to say, such printing as is usually ordered by and done under the direction of parliamentary agents, is to be ordered by and done under the direction of Mr. Cripps, the Council's agent, who is to employ for the purpose such printers as he may think desirable, and is to be responsible for the charges for such printing, which according to the usual practice is to be included in the accounts taxed by the parliamentary taxing officer, and such printing shall not form part of the Council's general printing contract.

350.—All other printing ordered by the committee is to be dealt with in the manner prescribed by the order of the Council of 9th July, 1889, under the responsibility and direction of the clerk of the Council.

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### Public Control Committee.

351.—Petitions to Her Majesty under the Coroners' Act, 1844, 7 and 8 Vict., chap. 92, shall, with the descriptions and reasons required to accompany such petitions be certified to Her Majesty under the seal of the Council, to be affixed in pursuance of a resolution of the Council, and it shall not be necessary for such petitions with the accompanying descriptions and reasons to be otherwise certified.

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**Public Health Committee.**

352.—The medical officers employed by the Council to attend the men of the fire brigade and the main drainage workmen are to attend, when requested by the Council's inspectors, cases of suspected infectious disease in common lodging-houses within their respective districts and certify as to the nature of the disease, for a fee of 7s. in each case.

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### Technical Education Committee.

353.—The financial relations between the Council and the Technical Education Board are to be regulated as follows—

1.—The annual estimates of the Technical Education Board shall be prepared on the basis of the liabilities to be incurred for the financial year, notwithstanding that the payments may not be made until long after the close of the year.

2.—In preparing the estimate for any financial year, regard shall be had by the Board to the estimated unappropriated or deficient balances, if any, on the estimate of the year next but one preceding. The estimate submitted to the Finance Committee of the Council shall be accompanied by a statement showing in detail—

- (a) The gross amount required for the year under each head ;
- (b) The balances, if any, under each head estimated to be unappropriated on the estimate for the year next but one preceding ;
- (c) The balances, if any, under each head estimated to be deficient on the estimate for the year next but one preceding ;
- (d) The net amount required for the new year.

Upon the estimate for the new year being passed by the Council, the estimates under each head for the year next but one preceding shall be considered to be reduced or increased by the amounts approved under No. 2 (b) and (c) respectively.

3.—At the end of the fourth year after the expiration of the year to which the estimate relates, the precise total expenditure in respect of the year of estimate under each head shall be ascertained, and any unexpended balance or deficiency of estimate, as revised in accordance with No. 2 above shall, subject to the approval of the Council, be taken into account similarly to No. 2 above in framing the estimate for the following year.

4.—The quarterly statements of receipts and payments furnished by the Board to the Finance Committee of the Council shall distinguish the years in respect of which the payments have been made under each head of estimate.

5.—The annual estimate of the Board shall show any miscellaneous amounts (*e.g.*, interest on balances, fees, &c.) estimated to be received by the Board, and such amount shall be taken into account in estimating the sum required from the Council for the year.

[5-10-97

354.—Where under the powers given by the Technical Instruction Act, 1889, representatives are, in accordance with section 1e, to be appointed on the governing body of any school or institution aided by the Council's funds, such representatives shall be appointed by the Technical Education Board from persons nominated by members of the Council.

355.—Where under any scheme approved by the Charity Commission the Council is empowered to elect one or more governors, and the objects of the charity comprised in such scheme include technical or manual instruction within the meaning of the Technical Instruction Acts, 1889 and 1891, the nomination of such governors shall be by members of the Council as at present, but the selection of the persons to be submitted to the Council for appointment shall be made by a joint sub-committee of six members of the Corporate Property Committee and six members of the Technical Education Board who are also members of the Council.

356.—In dealing with all other charity schemes the nomination, selection, and appointment of governors shall remain as prescribed by the resolution of the Council of 28th June, 1892. [*See S.O., No. 241.*]

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## Theatres and Music-halls Committee.

### LICENSING SESSION.

357.—The annual session of the Council as the licensing authority for the purpose of granting licences in respect of music, dancing, and theatres shall in 1897, and in all succeeding years, be held in the month of November, and the meetings of the Theatres and Music-halls Committee sitting as the Licensing Committee to investigate applications for such licences shall in each year be held on such dates previous to such session as may from time to time be fixed by the Council.

### 358.—MUSIC AND MUSIC AND DANCING LICENCES.

(1.) All applications for licences shall be made to the Theatres and Music-halls Committee of the London County Council, sitting as the Licensing Committee, referred to hereafter as “the Committee,” who shall investigate the same, and report the result of their investigation to the Council sitting as the licensing authority.

All licences will be granted or refused by the Council.

(2.) Applications in respect of premises situated on the north of the Thames will be heard at the Sessions House, Clerkenwell, and those in respect of premises on the south of the Thames at the Sessions House, Newington. The Committee, however, reserve to themselves the power to hear any particular application at either of the above places, or at such other place as they may hereafter determine upon.

(3.) Every person intending to apply for a licence at the annual meeting of the Committee to be held in the month of November shall, on or before the



1st day of September in each year, give notice to the clerk of the London County Council of such intended application (*see paragraph 19*).

(4.) Notice of intended application when given on behalf of any company registered under the Companies Acts must be signed by a responsible officer of the company, and proof of his appointment must be forthcoming if required by the committee.

(5.) Every applicant shall also at the same time give notice of such application in similar form to the clerk of the vestry or district board under the Metropolis Management Act, 1855, and to the churchwardens and overseers of the division, district, parish or place in which the premises are situated.

(6.) Every applicant shall, within 7 days after serving the notice of intended application on the clerk of the Council, affix and, until the application has been dealt with, maintain upon the outer door or other conspicuous part of the premises sought to be licensed, at a height of five feet above the footway, a copy of such notice printed in large type, known as "two-line English roman," so that the same can be seen and read by persons in a public street or place.

(7.) Every applicant shall send to the clerk of the Council seven clear days at least before the day appointed for the hearing of his application by the Committee, a statutory declaration that he or his agent has duly published and served all the notices prescribed by these orders.

Where the notices have been served by an agent, a joint statutory declaration must be furnished.

(8.) If a person who has given notice of his intention to apply for a licence under any of the

above orders vacates the premises in respect of which the licence is sought, or dies before the application is heard, the new tenant occupying the house, or the legal representative of the deceased person, may be heard in place of the original applicant if the Committee think fit.

(9.) An applicant for a renewal of a licence need not attend before the Committee unless notice of opposition to the renewal has been given, or he has been specially required to do so by the clerk of the Council.

(10.) All licences will be granted subject to the regulations of the Council, as now in force, or varied from time to time, in reference to arrangements for the safety and protection of the public.

(11.) Forms of application and all other documents required can be obtained on personal or written application to the clerk of the Council, Spring-gardens, S.W.

#### *New applications.*

(12.) Every applicant for a licence for premises in respect of which no current licence is in force shall, in addition to the notice required to be given by the foregoing orders, give similar notice by advertisement in three daily newspapers circulating generally throughout the county (to be prescribed from time to time by the Council), and shall transmit one copy of each such newspaper containing the advertisement of such notice to the clerk of the Council.

Such advertisement shall be inserted by the applicant within four weeks after serving the notice of the intended application upon the clerk of the Council.

(13.) Applications for licences must be supported by satisfactory documentary evidence that the applicant is owner or lessee (for at least one year certain) in possession of the premises in respect of which the licence is required.

(14.) No application for a new licence will be entertained unless the premises for which the licence is required have been approved by the Council.

(15.) Applicants for new licences must attend personally before the Committee, and if required by the clerk of the Council must also attend before the Council.

### *Transfers.*

(16.) Applications for the transfer of an existing licence from the holder thereof to any other person may be heard at any meeting of the Committee except during the months of August, September and October, provided—

- (a) That notice of the intended application for such transfer shall have been made at least one month before the meeting of the Committee at which such application is to be considered.
- (b) That a copy of such notice has been served upon the commissioner of police, the churchwardens and overseers of the division, district, parish or place in which the premises are situated, 14 days at least before the hearing of the application.
- (c) That evidence as to the character of the person to whom the licence is proposed to be transferred shall be furnished to the Committee.

- (d) That the application is supported by satisfactory documentary evidence that the proposed transferee is owner or lessee (for at least one year certain) in possession of the premises in respect of which the licence is required.

(17.) Applicants for transfers must attend personally before the Committee, and if required by the clerk of the Council must also attend before the Council.

- (18.) Orders (4) and (7) apply equally to transfers.

*Baths and washhouses.*

(19.) Applications for licences in respect of any baths erected under the Baths and Washhouses Acts may be heard at the annual licensing sessions of the Committee, or any other meeting of the Committee.

All applications will be reported upon by the Committee to the Council for its decision.

Such applications must be made in accordance with Nos. (1) to (15) of these orders, except that they may be heard at any meeting after the expiration of one month from the date of the notice to the clerk of the Council.

*Stage-plays licences.*

(20.) Applications for annual licences for theatres and premises for the performance of stage-plays outside the jurisdiction of the Lord Chamberlain must be made in accordance with Nos. (1) to (15) of these orders. The licences, if granted, shall be subject to the provisions of the Act for regulating theatres (6 and 7 Vict., chap. 68), save as to the provisions requiring the signatures of the justices.

Applications for dramatic performances of a temporary character may be heard at any meeting of the Committee.

*Provisional licences.*

(21.) Applications for provisional licences for premises about to be constructed, or in course of construction or re-arrangement, must be made in accordance with Nos. (1) to (15) of these orders.

A provisional licence will not enable the premises to be used for public entertainments until such licence has been confirmed by the Council. Such confirmation can take place at any meeting of the Council held during the year, providing the Committee report that the premises have been satisfactorily completed. [27-7-97.]

359.—MODIFICATION OF CONDITIONS.

An applicant who desires the removal or modification of any conditions attached to a licence must state in his notice of application, and in the notice to be affixed to the premises for which the licence is required, that he intends to apply for such removal or modification at the meeting of the Committee, and he must also set out such conditions in the notices referred to. An applicant must at the same time advertise the fact of his intended application in three daily newspapers circulating generally throughout the county, and must transmit one copy of each such newspaper containing the advertisement to the clerk of the Council. [17-5-98.]

360.—MODE OF MAKING OBJECTION TO APPLICATIONS  
FOR LICENCES.

No objection made by any person other than a member of the Council to the granting or renewal

of any licence shall be heard by the Committee unless a notice of such objection, setting forth the grounds upon which the opposition is made, and where definite offences are alleged, the dates and particulars of such offences, has been received by the clerk of the Council and by the applicant 14 clear days before the day appointed for the hearing by the Committee.

On the hearing of the case before the Committee it shall not be competent for any person (other than a member of the Council) objecting to the granting or renewal of any licence to go into any matter not set forth in such notice. [27-7-97.]

361.—PROCEDURE TO BE OBSERVED AT THE HEARING  
OF APPLICATIONS BY THE COMMITTEE.

(1.) Applications for licences will be heard by the Committee in the order in which they appear in the list compiled by the clerk of the Council, except that applications which are opposed will be heard last. The Committee may, in the exercise of their discretion, take any application out of its proper order, or postpone it.

(2.) The meetings of the Committee shall be open to the public. The Committee shall, however, conduct their deliberations and consider their report to the Council upon the applications in private.

(3.) Every applicant for a licence, and every person objecting to the granting thereof, who shall have given the notices required by these orders, shall be heard, either personally or by counsel, and shall be entitled to call witnesses.

(4). The order of hearing shall be as follows—

- (a) On the case being called each person objecting shall be heard in person or by counsel in the order of the date of his notice of objection, and, after stating his grounds of objection, may call witnesses in support thereof.
- (b) The applicant or his counsel may then call witnesses, and may be heard in reply to objections.
- (c) On the hearing of applications for new licences, this order of procedure shall be reversed, and the applicant shall in every case be heard first.

(5.) Where a member of the Council, or of the Committee, makes an allegation for or against any application in regard to a licence, and such allegation is unsupported by the evidence of any other person or persons, the party affected thereby, or his counsel, shall be permitted to put questions through the chairman by way of cross-examination.

(6.) The above rules will, so far as practicable, be observed at all the licensing meetings of the Committee held during the year, except where the Committee may otherwise determine. [27-7-97]

#### PROCEDURE BEFORE COUNCIL.

362.—The following rules of procedure are to be observed by the Council when sitting as the licensing authority in respect of music, dancing, and theatre licences—

- (1.) No person (whether a member of the Council or not) shall be heard in opposition to the renewal of an old licence in cases where the Licensing Committee have without opposition recommended it, except under a special resolution of the Council.



(2.) No person other than a member of the Council shall be heard in opposition to the grant of a new licence in cases where the Licensing Committee have recommended it, unless such person shall have given notice of objection to the person applying for such new licence in the manner prescribed by the rules of the Council, 14 days at least before the day appointed for the hearing by the committee, and shall have appeared before the committee.

(3.) Any person other than a member of the Council intending to oppose any other recommendation of the Licensing Committee shall send notice to the clerk of the Council, at Spring-gardens, 48 hours at least before the day appointed for the Council to sit as the licensing authority, and shall, at the same time, give similar notice to the person applying for or opposing the licence or transfer.

(4.) The order of procedure in opposed cases shall be as follows—

- (a) Each case shall be called in the order in which it appears in the report of the committee.
- (b) If the committee have recommended that the licence be refused, the applicant for the licence shall be first heard, and his evidence (if any) put in.
- (c) The parties objecting to the licence shall then be heard in defence of the recommendation, and their evidence (if any) put in.
- (d) The applicant shall then be heard in reply.
- (e) If the committee have recommended that the licence be granted, the objectors shall



open the case and reply, and the applicant be heard in defence.

(f) Parties may be heard in person or by counsel, but only one speaker shall address the Council on behalf of each party in the opening, or in the defence, or in the reply.

(g) No party shall be allowed to call witnesses unless he shall show to the satisfaction of the Council that he was prevented from calling or tendering such witnesses before the committee by surprise, want of notice, or other sufficient cause.

(5.) Where a member of the Council, or of the committee, makes an allegation for or against any application in regard to a licence, and such allegation is unsupported by the evidence of any other person or persons, the party affected thereby, or his counsel, shall be permitted to put questions through the chairman by way of cross-examination.

(6.) Members of the Council may, during the hearing, put questions through the chairman.

(7.) At any time after the reply has been finished the chairman may declare that the hearing of the case is closed, and upon such declaration being made, the Council shall deliberate upon it at once.

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363.—Music, dancing, and theatre licences shall be sealed with the seal of the Council, to be affixed in pursuance of a resolution of the Council passed at a meeting held for the granting of such licences, and it shall not be necessary that they should be otherwise signed or sealed, or read publicly, unless by special direction of the Council.

364.—The fee payable in respect of each licence granted by the Council for the performance of stage-plays shall be at the rate of five shillings per month.

365.—The transfer of music and dancing licences shall be effected by endorsement on the existing licence.

366.—Whenever it is brought to the knowledge of the committee that stage-plays are being performed in unlicensed premises within the jurisdiction of the Council, the committee may instruct the solicitor to take legal proceedings against the offending parties, the committee reporting the result to the Council.

367.—As a condition precedent to the consideration of an application for a new licence for music, dancing, or stage-plays, the building in respect of which the licence is required must possess a certificate under the Act of 1878, or, in the case of a building in course of construction, must have been provisionally approved by the Council.

368.—When the requirements of the Council with respect to structural alterations are first communicated to the owner of a place of public entertainment, he shall be informed that the licence will not be renewed if the works, the carrying out of which was a condition required by the Council at the preceding licensing session, have not been begun or carried out.

369.—A fee of 10s. 6d. is to be paid to each official in the architect's department who is called upon to inspect any place of public entertainment in the evening during the performances.

370.—A fee of 10s. 6d. is to be paid to any official in the engineer's department who is called upon to make an inspection in the evening of premises licensed for public entertainments.

371.—When structural alterations are suggested by the committee, the clerk is to forward a statement of them to the owner of the premises, and request him to send in his observations, and the matter is not to be reported to the Council until the service of the sealed notice shall have been recommended by the committee.

372.—When drawings with respect to new premises to be used for public entertainments are approved by the Council, the approval is to be given upon condition that the works be commenced within six months from the date of approval.

373.—The power to grant occasional licences for the public performances of stage-plays is delegated to the committee, and the committee is to report to the Council once a quarter the result of all applications for such licences.

374.—The committee is authorised to take such steps as the solicitor may advise for putting a stop to performances of stage-plays or other entertainments of a public nature where licences have been refused by the Council, and to incur the expenses of such proceedings, reporting the result to the Council.

375.—That the licensees of all swimming-baths licensed by the Council for music, or music and dancing, shall be required to give notice annually to the clerk of the Council when it is proposed to alter the baths so as to render them suitable for the purposes for which the licence has been obtained; that the licence in each case shall be retained by the clerk of the Council until the Theatres and Music-halls Committee shall have reported to the Council that such alterations have been satisfactorily completed, and that the district surveyor has certified his approval of the construction of the flooring over the swimming bath.



STANDING ORDERS AND  
REGULATIONS  
GOVERNING THE STAFF.



## STANDING ORDERS GOVERNING THE STAFF.

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### CLERK.

376.—The clerk of the Council shall devote the whole of his time to the duties of his office, and shall not be directly or indirectly concerned in any other business than that of the Council; and any fees received by him, either as a witness or in any other capacity, shall be paid to the Council. He shall hold his office during the pleasure of the Council, and shall not on retirement be entitled to any pension under the Superannuations Act, 1866. He shall be subject to the Council's regulations in respect of the superannuation and provident fund.

377.—The clerk shall exercise all functions imposed by statute upon the clerk of the Council, and as such shall be the chief administrative official of the Council. He shall be responsible for the proper conduct of the Council's business, and see that it is carried on with order and regularity and in accordance with what is prescribed by the Acts of Parliament, the standing orders of the Council, and the orders of reference to the various committees.

378.—The clerk shall exercise general supervision over the whole of the permanent staff other than heads of departments, and shall give particular attention to the punctuality of attendance of all members of the indoor staff at the central offices (which term includes not only all the buildings in Spring-gardens but all others in the neighbourhood occupied by any portion of the Council's indoor staff). He shall advise the Establishment Committee on questions relating to the allotment of rooms among the different departments of the staff

CLERK—*continued.*

and on other questions of internal arrangement of the office.

379.—The clerk shall advise the Establishment Committee upon questions relating to the appointment, pay, duties, promotion, superannuation, and dismissal of the members of the staff employed at the central offices.

380.—As clerk of the Council he is clerk of all committees of the Council (with the exception of the statutory committees empowered to appoint their own clerks). It shall not, however, be obligatory upon him to attend committee meetings unless called upon by a committee to advise them on any subject of importance. He shall be the principal adviser of the chairman of the Council and the chairmen of committees, and give them all necessary information and assistance concerning the conduct and course of business.

381.—The clerk shall have charge of and be responsible for all the records and documents of the Council, and shall conduct the correspondence of the Council except such portions of it as the Council shall specially intrust to the chief officer of any other department.

382.—The clerk is to be the returning officer for the election of county councillors of the London County Council, pursuant to the Local Government Act, 1888.

383.—All communications addressed to the Council shall be laid by the clerk before the committee which has charge of the business to which the communication relates.

384.—The clerk shall, on application being made to him by any registered newspaper published in London, or by the accredited representative of any paper having



CLERK—*continued*.

a seat in the reporters' gallery, supply to such newspaper or representative the weekly reports of committees. The clerk being the authorised channel through which the newspapers receive these documents, members of the Council are expected to refrain from sending to the press documents supplied to them with a view to their consideration by the Council.

385.—The clerk shall on the day before the meeting of the Council send copies of the committee reports to all the vestries and district boards.

386.—The clerk is to prepare and circulate annually a return showing the attendances of members of the Council at meetings of the Council and committees (including sub-committees whose proceedings are recorded), and the total number of divisions at the Council during the same period, and also the number of divisions in which each member took part.

387.—The clerk is authorised to issue licences, under the Council's by-laws relative to the licensing and use of locomotives in the county of London, immediately on their being applied for, provided that the required information is properly given upon each form of application.

388.—The clerk is directed and empowered from time to time, when ordered by the Council, to sign on behalf of the Council acceptances of tenders for stores.

389.—The clerk is to be responsible to the Stores Committee for the supervision of any work in connection with the receipt and delivery of the Council's general stores, and for the supervision of the store-keeper and his assistants.

## ARCHITECT.

390.—In the case of works carried out under the direction of the architect, for which bills of quantities have been prepared, the extras and omissions are to be measured by the surveyor who has taken out the quantities, and are to be valued by him in accordance with the priced and signed bills of quantities.

391.—The architect is authorised to sign notices on behalf of the Council for the removal of sky signs.

392.—Whenever an application is made under the London Building Act for the sanction of the Council to the formation of a new street, the architect shall, at the same time as he reports to the Building Act Committee upon the application, send a note of what is proposed to the Improvements Committee for their information.

## CHEMIST.

393.—Pursuant to the Fertilizers and Feeding Stuffs Act, 1893, and subject to the approval of the Board of Agriculture, Dr. F. Clowes is appointed district agricultural analyst for the county of London. [12-10-97]

394.—Pursuant to the same Act the Council sanctions the payment of a fee of from 10s. 6d. to £1 1s., in the discretion of the district agricultural analyst for each analysis made by him in pursuance of the Act of any article used for fertilising the soil or as food for cattle, the amount of such fees to be paid by the analyst into the county fund, and the payment of a fee of 5s. to the district agricultural analyst, or to some person authorised by him on that behalf with the approval of the Council, for taking when requested by the buyer, and, in accordance with the regulations made by the Board of Agriculture, the samples necessary for any analysis made in pursuance of the Act, the amount of such fees to be paid by the analyst into the county fund.

## CHIEF ENGINEER.

395.—The appointment of chief engineer is subject to the following conditions—that he do hold his office during the pleasure of the Council; that he be required to give his whole time to the duties of his office, and be not allowed to take any private practice; and that the appointment be in other respects subject to the conditions which have been already laid down by the Council with regard to all appointments made in its service.

## COMPTROLLER.

396.—The financial correspondence of the Council is to be conducted by the comptroller as the head of the finance department, but the clerk is to sign such communications or returns as are required by statute to be made by the clerk of the Council.

397.—The comptroller is appointed as the “accountable officer,” pursuant to the Customs and Inland Revenue Act of 1887, to make the returns required under the Act.

## MANAGER OF WORKS.

398.—The head of the Works department is to be styled “manager of works” and is to be responsible, unless in any case it is otherwise ordered, for the execution of all works executed on behalf of the Council without the intervention of a contractor; he is also to be responsible under the Finance Committee for advising as to the purchase of plant and material, the employment and supervision of all officers and workmen in his department or employed on works, and the care, regulation and direction of all workshops and depots connected with the Works department including the Central works; and is also to be responsible to the Finance Committee for the custody, issue and use of all plant, materials and stores purchased in

MANAGER OF WORKS—*continued.*

connection with works executed; and, in addition to the other conditions on which he holds his appointment, he is to give his whole time to the duties of his office, and is not to take any private business; and any fees received by him either as a witness or in any other capacity, and any discount or allowance on materials purchased are to be paid to the Council; and further on retirement he shall not be entitled and shall not make any claim to any retiring allowance under the Superannuations Act, 1866, and he shall be subject to the Council's regulations in respect of a superannuation and provident fund. [20-7-97]

399.—The manager shall, subject to supervision by the Establishment Committee as regards officials appointed by the Council, have the control of the staff exclusively employed in connection with the works of construction, repair and maintenance undertaken by the Works department. [20-7-97]

## MEDICAL OFFICER OF HEALTH.

400.—The medical officer of health is not to hold any other appointment, engage in private practice, or occupy any other paid position; and any fees received by him, either as a witness, or in any other capacity, are to be paid to the Council, and the appointment is to be subject to such conditions as apply to all officers appointed by the Council.

His duties are to be as follows—

To inquire into any matter affecting the public health of any district as to which any report is sent to the Council in pursuance of section 19 of the Local Government Act, and to report thereon.

To inquire into and report as to the desirability of making by-laws for the prevention and suppression

MEDICAL OFFICER OF HEALTH—*continued.*

of nuisances not already punishable in a summary manner.

To inquire into and report (when so directed) as to whether the powers of any local authority in the metropolis entrusted with the execution of laws relating to the public health are carried into execution, so as to secure the proper sanitary condition of all premises within the district of such local authority.

To perform the duties and be subject to the liabilities which, by the Housing of the Working Classes Act, 1890, a medical officer is required to perform and be subject to.

To perform such duties relating to public health in the county of London, as the Council or any committee appointed by the Council may from time to time direct.

To attend the meetings of the Public Health and Housing Committees, and to advise any other committees of the Council when required to do so.

To advise as to the sanitary condition of all buildings belonging to the Council.

401.—Medical superintendents of the county of London asylums are to be empowered to avail themselves of the services of the medical officer of health in the event of an occurrence of fever or other infectious disease at the asylums.

402.—All letters received by the clerk of the Council relating to matters which under the Public Health Act are within the jurisdiction of the sanitary authorities are to be referred by the clerk to the medical officer, in order that he may at once acknowledge them and put the writers in the proper course for getting their complaints or representations attended to.

## VALUER.

403.—The valuer is required to give his whole time to the duties of his office, and is not allowed to take any private practice ; and the appointment is to be subject to such conditions as apply to all officers appointed by the Council.

404.—The principal duties of the valuer are to be as follows—

To prepare plans and estimates of cost of improvement schemes, and support such schemes before Parliamentary committees.

To assist in the preparation of Parliamentary plans, when required.

To survey and prepare plans in detail of land and buildings to be purchased.

To value for compensation, and conduct negotiation for purchase, and give evidence.

To advise on the value of local improvements on applications for loans or contributions.

To value for reserve rents and prices for surplus property.

To advise on the assessments for rating of property belonging to the Council, and (with the assistance of the solicitor when necessary) conduct all objections and appeals against assessments.

To examine the valuation lists of the several parishes as prepared under the Valuation (Metropolis) Act, and support objections with a view of promoting such uniformity of practice among assessment committees as will secure a fair basis of contribution to metropolitan rates between one parish and another.

To value government property with reference to the contributions made in lieu of rates in respect of such property.

VALUER—*continued.*

To keep a register of the Council's property.

To manage the property taken for improvements, but not to collect the rents.

To superintend the execution, by the contractors for general works, of repairs and general works incidental to such property.

To deal with the Council's lands and buildings, valuing, plotting, letting, sales by auction, or otherwise.

To report periodically to the Corporate Property, &c., Committee, the Improvements Committee, the Local Government and Taxation Committee, and to any other committee as required.

The foregoing form a general outline of the duties of the valuer, but it is understood that the full duties comprise such as are required by any of the committees associated with his department and approved by the Council.

405 —The valuer is authorised, in the case of all future auctions of the Council's property, to accept any offers, not less than the reserve price, which may be made subsequently to the auction and before the next following meeting of the Corporate Property Committee, and any such acceptance is to be reported to that committee.

## SALARIES.

406.—The classification of the subordinate officers of the Council is to be as follows—

Fourth class, commencing at £80 a year and rising by £5 annually to £100.

Third class, commencing at £100 a year and rising by £10 annually to £150.



SALARIES—*continued.*

Second class, commencing at £150 a year and rising by £12 10s. annually to £200.

First class (lower section), commencing at £200 a year and rising by £15 annually to £245.

First class (upper section), commencing at £245 a year and rising by £15 the first year and afterwards by £20 a year to £300.

*The scheme for the promotion of unclassified officers will be found on pages 531 and 651 of the Council Minutes for 1897.*

The annual increment is to be in every case conditional on a certificate by the head of the department that the conduct of the official during the year has been in all respects satisfactory.

Officers' salaries are to be paid up to the last day of March, June, September, and December, with monthly advances.

## PROMOTION.

407.—Recommendations for the promotion or the increase of the salary of any member of the staff shall, unless under exceptional circumstances, be brought up to the Council only during the months of April and May in each year.

## WORKS DEPARTMENT.

408.—The following regulations are to be observed with regard to holidays for the staff of the Works department—

(a) The officials and clerks at the central works receiving monthly salaries, and the clerks and draughtsmen receiving weekly wages of £2 and upwards, are to be allowed two weeks' holiday each year.



WORKS DEPARTMENT—*continued.*

Clerks and other persons employed at the office at the central works receiving weekly wages of less than £2, are to be allowed 10 days' holiday each year.

The manager is authorised to arrange as far as possible for the holidays of the staff to be taken between June and September in each year.

(b) All officials and clerks in the Works department receiving weekly or monthly salaries are to be granted the following holidays during the year—

*Easter*—Good Friday, Saturday, and Easter Monday.

*Whitsuntide*—Whit Monday.

*August*—Bank Holiday.

*Christmas*—Christmas day, Boxing day, and following day.

Foremen in charge of works are to be allowed the holidays above-mentioned under (b) and also Easter Tuesday and Whit Tuesday in each year. [20-7-97]

409.—The following allowances, in addition to travelling expenses, will be made each week to clerks in the Works department who undertake the payment of wages but no further allowance will be made to them for overtime or refreshments—

Clerks who pay wages at works within	s. d.
4 miles of the central works ... ..	1 -
Clerks who pay wages at works more than	
4 miles from the central works ... ..	2 -

[20-7-97]

410.—Officials, clerks and foremen receiving weekly or monthly wages who are absent in consequence of sickness or accident, are to be allowed full pay, or reduced

WORKS DEPARTMENT—*continued.*

pay, during a reasonable period, at the discretion of the Finance Committee, provided that the absence of any such officials from their work does not necessitate the employment of a substitute. [20-7-97]

411.—The following notice is to be posted at all places where work is being done by the Works department—

“No man employed in the Council’s service shall be in any way prejudiced by reason of his belonging or not belonging to any trade or other organisation. No official or foreman shall make any inquiry directly or indirectly, under any pretence whatever, whether any workman belongs or does not belong to any trade organisation, and should he incidentally become aware of the fact he shall make no difference by reason thereof. Any interference, whether by officials, foremen, or others on the Council’s works with the freedom of any of the workmen in this particular will involve instant dismissal.”

## JUNIOR AND BOY CLERKS.

412.—The limits of age for junior clerks are 18 and 23 years. The competitive examinations are to be conducted by the City of London College, and candidates are to pay the examination fees themselves.

413.—The minimum age for boy clerks is 14 years, pay commencing at 15s. a week, and rising annually, in case of good conduct, by 2s. 6d. a week, up to 30s. a week; it being understood that if by the time they have arrived at the age of 23 years they shall not have passed the competitive examination for fourth-class clerkships, and entitled themselves to be placed on the permanent staff, their employment shall be at an end.

## CLERKS OF WORKS.

414.—The rate of pay is to be as follows—

First class	...	...	£4	14	6	a week.
Second „	...	...	4	4	—	„
Third „	...	...	3	13	6	„
Fourth „	...	..	3	3	—	„

Employment as regards the various classes is to be determined upon by the committees concerned upon the reports of the officers, who when making their reports shall have regard to the nature of the work; the time in the morning at which the clerks of works shall be required to be on the work; and what expenses are allowed for travelling or living accommodation afforded; it being understood that clerks of works are only to be employed at the highest rate of pay when the circumstances are of a special and exceptional nature.

## ASSISTANCE TO COMMITTEES.

415.—The advice and assistance of the chief officers of the Council is to be at the service of all committees which need such advice and assistance to enable them to fulfil a duty entrusted to them by the Council; it being, however, always understood that where a chief officer shall have been placed by the Council under the sole control and superintendence of a particular committee, no subsidiary duty imposed upon him shall be allowed to interfere with his responsibility to that committee or with the discharge of the duties for which he is primarily appointed.

The clerk is to report to any committee entrusted with the sole superintendence of a chief officer whenever any other committee has required such officer's services.

## COMPLAINTS.

416.—An official desirous of bringing under the notice of the Council or of a committee of the Council a matter concerning himself or his own position shall do so through the head of his department. If the head of the department decline to take cognizance of the matter submitted to him, or deal with it in a manner of which the official may think he has reason to complain, the official shall be entitled to lay his complaint before the deputy-chairman, who shall hear and determine the matter, or bring the same before such committee of the Council as he may think best. In view of the right thus secured to them, officials are prohibited from making personal appeals, written or oral, direct or indirect, to individual members of the Council, and any such personal appeal will be held to be a breach of discipline.

## COUNCIL AND OTHER MEETINGS (ATTENDANCE AT).

417.—Heads of departments, other than the clerk and the solicitor, need not attend the Council meetings unless requested to do so by the chairman of a committee who may think their attendance necessary.

418.—No officer of the Council is to attend any meeting of councillors other than the authorised committees of the Council.

## DISCHARGE OR DISMISSAL.

419.—When an official of the Council is proved to be incapable or unsuitable for the work he is required to do, the committee under which the official works may call upon him to resign or may discharge him without reporting to the Council, unless the official desires his case to be brought before the Council, in which case the committee shall report to the Council and obtain the Council's order thereon.

DISCHARGE OR DISMISSAL—*continued*.

420.—When an official is guilty of such misconduct as in the opinion of the committee under which he works merits dismissal, the committee shall report to the Council and obtain the Council's order thereon.

## HOLIDAYS.

421.—*Summer recess*—Officials on the permanent staff are to be allowed four weeks' holiday ; messengers and men of a similar class under two years' service are to be allowed fifteen days' holiday, and those over two years' service eighteen days' holiday. Temporary assistants, who have served continuously for two years, shall be allowed three weeks' holiday during the summer recess, and other temporary assistants two weeks' holiday, provided that they have been employed continuously for six months, and that their employment is, in the opinion of the Clerk of the Council, likely to extend to twelve months.

*Other holidays*—Officials on the permanent staff are to be allowed Christmas Day, Boxing Day, Good Friday, Easter Monday, Whit Monday, and the first Monday in August (provided that, if the last-mentioned day falls within the period taken by an official for his summer holiday, no extra day in place of it is to be allowed), also two additional days at Christmas, two at Easter, and one at Whitsuntide. If the heads of their respective departments can spare them, but not otherwise, temporary assistants are to have similar holidays.

All holiday lists are to be submitted to and signed by the clerk of the Council.

This order is not to apply to persons employed in the Works department. (*See page 182.*)

## OFFICE HOURS.

422.—The office hours in the various departments are to be from 9.30 a.m. to 5 p.m.; Saturdays, 9.30 a.m. to 2 p.m.

When however the necessities of the work require it, the head of a department may require the attendance of any of the members of his staff beyond the usual office hours.

Every officer is to be allowed to be absent half-an-hour for refreshment in the middle of each day except Saturday. The head of each department is to regulate the time at which the leave may be taken.

Attendance books for each department are to be kept in the entrance hall, and the officers, with the exception of the heads of departments and such chief officers as the Establishment Committee may exempt, are to enter therein the exact time of their arrival and departure as shown by the hall clock.

At 9.35 the attendance books are to be removed by the hall porter and delivered to the heads of the departments to which they belong. A late attendance book is then to be substituted, in which each officer (with the above mentioned exceptions) arriving after 9.35 is to enter the hour of arrival with the reason of delay. Such late attendance book is to be placed daily on the table of the Clerk of the Council.

No officer is to be absent from the office during office hours (save as to the half-hour allowed) without the consent of the head of a department. A book is to be kept in each department in which temporary absences are to be recorded.

The various committees which have the control and supervision of any portion of the staff of the Council, as regards employees attached to the asylums, schools, parks, fire brigade, main drainage stations, and other places where continuous service is absolutely necessary, are to arrange the duties and hours of service so as to afford a reasonable relief from Sunday labour.

## OVERTIME.

423.—No officer is to be paid for overtime, unless such overtime has been ordered by the Council on the recommendation of a committee.

No committee shall recommend the employment of any official after office hours for extra payment, except under very special circumstances and upon the recommendation of the Clerk of the Council.

When officials are required to work after office hours and are specially authorised to draw extra pay for the additional work, the extra pay is to be at the rate of the officials' respective salaries, and is to begin at 5 p.m. and on Saturdays at 3 p.m.

Messengers and chainmen in regular employment, when required by the heads of their respective departments to work overtime (otherwise than in attendance during the sittings of the Council and its committees) are to be paid for such overtime at the rate of 8d. an hour, to begin at 6 p.m. on every day but Saturday, and at 4 p.m. on Saturdays.

## INVENTIONS BY OFFICIALS.

424.—Any official of the Council who may be desirous of taking out a patent for an invention shall, after obtaining provisional protection, obtain the permission of the Council before taking any further steps.

Permission to patent shall not be granted as a matter of course, but each application shall be dealt with according to the circumstances of the case. Where the invention is or may be applicable to the use of the Council's service, the approval of the Council will, if granted, be subject to such conditions as to assignment of the patent or to its use by the Council as the Council may think fit to impose.



INVENTIONS BY OFFICIALS—*continued.*

In the settlement of these conditions regard will be had to any facilities in originating, working out, and perfecting the invention which the inventor may have enjoyed by reason of his official position.

It is not desirable that patents should be taken out by officers of the Council whose duty it is to devise improvements or to examine and report upon the suggestions or inventions of others.

*The standard form of agreement relating to inventions by officials will be found on page 542 of the Minutes of the proceedings of the Council for 1898.*

## MEDICAL EXAMINATION.

425.—All persons entering the service of the Council are to be medically examined before they are appointed.

Such examination and also the examination, where necessary, of persons leaving the service on account of infirmity, is to be conducted by the Council's medical examiner. Fee for each person examined 5s.

## MESSENGERS, OFFICE CLEANERS, &amp;c.

426.—The following is to be the scale of wages of messengers and office cleaners at the central offices—

Class I.—Senior messengers, senior hall-porter.	35s. to 40s. per week, by 2s. 6d. per week per year.
Class II.—Messengers and office cleaners, hall-porter.	After 10 years (unless promoted earlier under special circumstances) 30s. to 35s., by annual increases of 1s. per week the first year, and 2s. per week the second and third years.
Class III.—Messengers, office cleaners, assistant hall-porter, and lift attendant.	25s. to 30s. per week, by 1s. per week per year.
Class IV.—Boy messengers...	7s. 6d. to 20s. per week, by 2s. 6d. per week the second year, and subsequently by 2s. per week.

*Unless otherwise ordered in any particular case a messenger on completing ten years' service shall, on the recommendation of the head of the department in which he is employed, be promoted from the third to the second class of messengers, and his pay shall forthwith commence at 31s. a week.*



MESSENGERS, OFFICE CLEANERS, &c.—*continued.*

427.—The messengers on duty during the meetings of the Council are not to be required to take letters and messages for members to places outside the office precincts, except to the telegraph station or post office at Charing-cross.

## PAY CLERKS.

428.—An allowance of 1s. a day is to be granted to each wages pay-clerk in the comptroller's department, such allowance to each clerk, however, not to exceed 3s. in one week.

## PENSIONS.

429.—Whenever any officer or servant of the Council recommended by a committee for a retiring allowance is already in receipt of a pension in respect of previous service under some other authority, the committee shall so inform the Council and state the amount of the pension which such person is receiving, so that the Council may be in possession of all the facts of the case.

430.—All persons appointed by the Council are to be appointed on the distinct understanding that no pension will be granted to them, and they are to enter into an agreement with the Council that they are appointed and accept office on that understanding.

This order is not to apply to the members of the Fire Brigade.

## PRICE CHECKING.

431.—The prices of all articles supplied under contract are to be doubly checked; first by the department by which the orders were given, and afterwards by the comptroller.

The responsibility of checking the prices of articles supplied which are not included in any contract is to devolve upon the department by which the orders were given.

## RETIREMENT.

432.—Every officer and servant of the Council is to retire at the age of 65, unless the Council shall pass a special resolution to the effect that his retirement will cause inconvenience to the public service, in which case he shall continue for another year, and so on at the termination of each successive year of his age.

Heads of departments are to report to the proper committee whenever any official in their department attains the age of 65 years.

## SICKNESS OR ACCIDENT.

433.—Whenever an employee is absent owing to sickness or injury, the head of the department is forthwith to report the circumstances to the proper committee, and submit with his report a medical certificate.

When the sickness is not attributable to intemperance or misconduct, half pay is to be allowed by the head of the department until the next meeting of the committee, and such half pay may be continued at the discretion of the committee.

When men are disabled by accident met with in the execution of their duty, or when the committee is satisfied that the sickness is attributable to the nature of the work, or in other special cases, the committee may, if it think fit, allow an addition to the half pay, not exceeding in total the rate of full pay.

Members of the staff at the central offices, and all officials in the receipt of yearly salaries, when absent on sick leave are to be allowed full pay during a reasonable period, at the discretion of the proper committee, provided that the absence of the official from his work does not necessitate the employment of a substitute.

SICKNESS OR ACCIDENT—*continued*

The above rules with reference to sick pay are not to apply to the members of the Fire Brigade or to the staff of the Works department.

Whenever a member of the staff at the central offices is prevented by illness from attending the office, he must, on the first day of his absence, inform the head of his department of the fact either by telegram or letter, at the same time stating if possible the cause of his illness. If his illness continues for three days, he must at once send a medical certificate stating what he is suffering from.

After the date of the first certificate, further certificates must be forwarded at intervals of seven days unless special leave shall in the meantime have been granted. A further certificate must, however, be sent at the expiration of the special leave should the official still be unable to resume his duties.

## MEDICAL ATTENDANCE AND CERTIFICATES.

434.—The administrative county of London is to be divided into 23 districts as shown in the schedule, and a medical officer appointed for each district.

*General.*

Each medical officer will be required to reside in the district to which he is appointed, and, as a general rule, to give his personal attention to each case brought under his notice, and to furnish such certificates and returns as may be found necessary.

He will give medical advice to all the men attached to any fire brigade station or pumping-station in his district whenever they require it, and will also supply them with such medicines and simple surgical dressings as he thinks necessary for them.

MEDICAL ATTENDANCE AND CERTIFICATES—*continued.*

Whenever a medical officer considers a man incapable of doing duty he will fill up a note to that effect on the prescribed form, and forward it to the officer in charge of the station to which the man belongs.

When a medical officer considers that a man who has been on the sick list is sufficiently recovered to do the whole or any part of his duty, he will fill up a note to that effect on the prescribed form, and forward it to the officer in charge of the station to which the man belongs.

In all ordinary cases a medical officer will see daily at his own house, or some other appointed place, every man who is on the sick list.

In the event of a man on the sick list not being able to attend at the appointed place, the medical officer will visit him at his home or his rooms.

When a medical officer considers that the illness of a man living at a station is of such a nature as to render it advisable for him to leave the station, he will make a recommendation in writing to that effect.

Should there occur any circumstance of importance in a sanitary point of view concerning any of the men, the medical officer will make an immediate report of the same to the officer in charge of the brigade, or to the chief engineer of the Council as the case may be.

*The following conditions refer particularly to the  
Fire Brigade.*

In the event of a man being sent to a hospital, the daily attendance of the medical officer is not absolutely necessary, as the man will be under the care of responsible medical advisers, but the medical officer is

*MEDICAL ATTENDANCE AND CERTIFICATES—continued.*

expected to pay the man occasional visits for the purpose of watching the progress of the case, and to make such report as may be necessary to the officer in charge of the brigade.

Each medical officer will fill up a monthly return of all the men in the district, showing the number of days during which each man has been on the sick list, and the nature of the sickness, with such other particulars as may be necessary for the purpose of keeping the executive officers of the brigade acquainted with the general condition of the men's health.

*Medical certificates only.*

Each medical officer will be required, when called upon to do so, to certify with respect to other members of the Council's staff employed or residing in his district, who may be absent from duty on account of sickness.

*Remuneration.*

The remuneration will be as follows—

(a) For attendance, to include all requisite medicines and simple surgical dressings together with such certificates as may be required, 10 shillings a year per man.

(b) For certificates for persons not allowed medical attendance by the Council, 2s. 6d. each certificate.

The appointments will be held during the pleasure of the Council, and no superannuation or retiring allowance will be granted to a medical officer upon his retiring from or for any reason ceasing to hold the appointment.

435.—SUPERANNUATION AND PROVIDENT FUND  
REGULATIONS.

[1.] The fund shall be called the “London County Council Superannuation and Provident Fund.”

[2.] There shall be a separate banking account for the fund, to be kept at the London and Westminster Bank, 1, St. James’-square, in the name of the Council.

[3.] All orders for payments out of the fund shall be made by the Finance Committee, and shall be signed by three members of the Finance Committee present at the meeting of the committee. All cheques drawn in pursuance of such orders shall be signed by the chairman or vice-chairman of the Finance Committee and countersigned by the clerk of the Council or the deputy approved by the Council, under section 80 of the Local Government Act, 1888.

[4.] The normal balance of the account at the bank shall be £100, and all moneys beyond that amount shall be invested from time to time in manner hereinafter provided.

[5.] The fund shall be invested by the Finance Committee in securities in which trustees are or may be by the Trustee Act, 1893, or any Act amending or extending the same authorised to invest; all investments made being reported to the Council.

[6.] No investment shall be made of a sum less than £100 or thereabouts.

[7.] All investments shall be made in the name of the Council.

[8.] Investments shall be realised, when necessary, on an order of the Council passed on the recommendation of the Finance Committee and under a power of attorney, given under the seal of the Council, authorising

the sale of such investments by the London and Westminster Bank, and the net proceeds of the realisation of the investments shall be carried direct to the account of the fund at the bank.

[9.] All interest and dividends received from investments shall be carried direct to the account of the fund at the bank.

[10.] All deductions from the salaries of contributing members shall, as a rule, be made at the end of each quarter, viz., on the 30th June, 30th September, 31st December, and 31st March, and the order on the treasurer for the payment of such salaries shall contain a direction to him to transfer on those dates from the consolidated account of the County Fund to the account of the Superannuation and Provident Fund the total amount of the sums so deducted.

[11.] All deductions from the wages of contributing members shall be made weekly on the weekly pay sheets, and the total amount of the sums so deducted shall be paid by the cashier into the Superannuation and Provident Fund on the Tuesday following the payment of the wages.

[12.] No deductions shall be made from any sum paid to a contributing member in respect of overtime, allowances for house rent, coal, gas or any other emolument.

[13.] Contributing members who desire to pay up back contributions under clause 6 of the scheme shall notify the comptroller, on the prescribed form, of their desire to do so, and it shall be the duty of the comptroller to certify to the contributing member the amount which he is entitled to pay up in respect of back contributions, and to report to the Finance Committee particulars of all amounts so certified.



[14.] The payment of back contributions may be made as follows—

(a) Payment in one sum or by monthly or quarterly instalments during the year ending 31st March, 1896, in which case such payments shall be made to the cashier of the Council, who shall issue a receipt for the same and forthwith pay the same into the Superannuation and Provident Fund.

(b) Payment may be spread over such period and may be made in such manner as the General Purposes Committee may, after considering the circumstances of each case, determine.

[15.] At the end of each and every quarter the comptroller shall certify as to the aggregate of the sums which during the same quarter have been contributed to the fund by contributing members, under clauses 5 and 6 of the scheme, and as soon as possible after the expiration of such quarter, the Finance Committee will recommend the Council to draw a cheque for an amount equal to the aggregate so certified, and such cheque shall be paid into the Superannuation and Provident Fund.

[16.] At the end of each and every quarter, the comptroller shall credit the account of each contributing member with interest at £3 per centum per annum in the manner provided by clause 9 of the scheme. The comptroller shall report to the Finance Committee at their last meeting but one before the expiration of the quarter the aggregate amount of interest so to be credited to contributing members, and also the total amount of interest accruing due during the same period in respect of the investments of the fund, and if it shall appear that there is a deficiency of interest



earned as compared with interest credited, the Finance Committee will recommend the Council to draw a cheque for the amount of such deficiency, which shall be forthwith paid into the Superannuation and Provident Fund.

[17.] Contributing members shall be credited with the amounts deducted from their salaries or wages, as on the dates when such salaries or wages become due and payable, and with the amount of the Council's contribution as on the last day of each quarter, although the money representing the deductions and contributions respectively may not actually have been then paid into the fund.

[18.] The accounts of the fund shall be kept by the comptroller, and shall be contained in a cash-book, journal and ledger; and the ledger shall contain a separate account for each contributing member, and be so kept as to comply with clauses 5 to 9 of the scheme.

[19.] It shall be the duty of the comptroller to report at each ordinary meeting of the Finance Committee the amount of the balances of the fund, and of the receipts into and payments out of the fund since the preceding report, and also to call the attention of the Finance Committee, when necessary, to the fact that money is available for investment (see regulations 5 and 6).

[20.] In case any payment out of the fund becomes due to any contributing member or his representatives, the comptroller shall report to the Finance Committee the amount payable, with the view to the payment being made, and where the whole amount standing to the credit of such contributing member is not so payable, he shall also report the amount which, having regard to clauses 11 and 12 of the scheme, can be

repaid to the County Fund, and the amount so repayable shall forthwith be repaid to the County Fund, and the account of the contributing member shall be closed.

[21.] If a contributing member entitled to any payment out of the fund desires to receive an annuity in lieu of the said payment, he shall notify the fact to the Finance Committee, and shall select from the published list (see clause 23) the name of the insurance office from which he desires the annuity to be purchased. The Finance Committee, if they think fit, will thereupon purchase the annuity in manner provided by clause 13 of the scheme.

[22.] An annuity purchased by the Council out of money to which a contributing member has become entitled under clause 10 of the scheme shall be paid to the cashier of the Council, who shall forthwith pay the same into the Superannuation and Provident Fund, and a cheque shall thereupon be drawn on the fund in favour of the person entitled to benefit by the said annuity. An account shall be opened in a separate ledger provided for the purpose, in which the receipt and payment of each such annuity shall be recorded.

[23.] The Finance Committee will at the commencement of each financial year approve for the year the list of insurance offices from which annuities can be purchased, as provided by clause 13 of the scheme.

[24.] The comptroller shall at the end of each financial year report to the Finance Committee the amount of income tax deducted from the interest earned by the investments of the fund during the same year, and the proper proportion shall be reclaimed by him from the Inland Revenue.

[25.] The General Purposes Committee will determine from time to time who are to be the contributing members to the fund, and the comptroller is only authorised to make deductions from the salary or wages of those persons whose names have been approved by the General Purposes Committee, and he will continue to make such deductions until otherwise directed by the General Purposes Committee.

[26.] The comptroller shall be responsible for the general working of the fund, and any question raised by a contributing member shall stand referred to him in the first instance, but any contributing member may (if necessary) appeal to the Finance Committee or General Purposes Committee as the case may be.

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REFERENCES TO COMMITTEES.

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REGULATIONS MADE BY  
COMMITTEES AS TO THEIR  
PROCEDURE.



## **1.—Appeal Committee (Special and Statutory).**

The Committee shall consist of ten members.

The quorum shall be three.

The Committee shall be the Statutory Appeal Committee under the provisions of the Metropolis Management Act, 1855, sec. 212, and shall hear and decide all appeals made to the Council under that Act or any other Act of Parliament.

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### REGULATIONS MADE BY THE COMMITTEE.

Any person or persons presenting an appeal to the London County Council under the 211th section of the Metropolis Management Act, 1855, or under any other Act in that behalf, shall in their notice of appeal distinctly set forth the grounds of appeal, and if the subject of appeal be any order of a vestry or district board, a copy or the material contents of such order shall accompany the notice of appeal; and at the time of lodging such notice of appeal, a copy thereof, as well as of the grounds of appeal, shall be left with the clerk of the Council, and at the same time the parties shall leave at the office of the Council a plan, in duplicate, of any premises which may be referred to in the notice of appeal; and in default of compliance with the provisions contained in this regulation the committee shall be at liberty to adjourn the proceedings on such appeal until this regulation shall be complied with, and also to exercise such power as to payment of costs as to the Committee may seem fit.

The following regulations shall be observed on the hearing of appeals—

When the parties are present the clerk is to read the order appealed against and the notice of appeal.

(*Appeal Committee—continued.*)

Preliminary objections, if any be taken, are, after hearing both parties upon them, to be disposed of before the merits of the appeal are discussed.

The appellant is to state his case and call his witnesses.

The order of examination of each witness (whether of the appellant or respondent) is to be as follows—

Examination in chief.

Cross-examination.

Questions by the chairman and members of the Committee.

Re-examination.

The respondent is then to state his case and call his witnesses.

The appellant is to reply.

The parties are then to retire, and the Committee are to deliberate and come to a resolution by vote. The chairman has a second or casting vote.

The parties are then to be called in, and the chairman is to announce the terms of the resolution of the Committee, without stating the reasons for the same.

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## 2.—Asylums Committee.

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The Committee shall consist of no less than 30 and not more than 40 members.

The Committee shall have the management and control of all the county lunatic asylums, and shall be the Committee of each asylum within the meaning of the Acts relating to pauper lunatic asylums.

It shall be the duty of the Committee to consider from time to time, whenever necessary, the question of providing additional accommodation for pauper lunatics, and to report thereon to the Council.

The Committee may exercise the powers given by the Lunacy Act, 1890, that is to say—

Where the Committee has been authorised to provide an asylum, or additional asylum accommodation, it may procure plans, purchase lands, and erect buildings, and complete and furnish such asylum ready for the reception of lunatics, reporting from time to time to the Council, provided that any plans, estimates, and contracts be approved by the Council before execution (53 Vict., chap. 5, sec. 254).

The Committee may order all ordinary repairs to asylums; and it may order additions, alterations and improvements to the extent of £400 in any one year, provided that if any such expense exceeds £100, previous notice must be given (sec. 266).

The Committee shall appoint a clerk who shall continue in office so long as the Committee continues in office (sec. 176).

The Committee shall appoint a chaplain, medical officer, clerk, treasurer, and such other officers and servants as it thinks fit for each asylum (sec. 276).

The Committee may appoint a visiting physician and surgeon, and appoint the resident medical officer, or (with the sanction of the Secretary of State) any other person, to be Superintendent of an Asylum (sec. 176).

The Committee shall frame general rules for the government of asylums, and submit the same to the Secretary of State for his approval; and it shall make regulations (consistent with the general rules) which shall set forth (sec. 275)—

(a) Number and description of officers and servants to be kept.

(b) Duties required from, and salaries to be paid to such officers and servants.

(c) Diet of the patients.

*(Asylums Committee—continued.)*

And such regulations may also provide—

(d) For the reservation of beds for particular cases.

(e) The exclusion of persons affected with any contagious or infectious disease.

The Committee may contract for the reception of all or any of its pauper lunatics in any asylum, hospital, or licensed house for lunatics, for a gross sum, or for a periodical payment of rent for any period not exceeding 5 years (sec. 269).

The Committee may arrange for the reception of chronic lunatics chargeable to any parish or union, into the workhouse (sec. 26.)

The Committee shall from time to time appoint a sub-committee for each asylum, and may delegate to that sub-committee such powers and duties as the Committee from time to time think fit (sec. 169 [3]).

The Committee may provide that a uniform charge shall be made for the maintenance of lunatics in the several county asylums, and that for that purpose any surplus arising on the accounts of one asylum shall be applied to meet the deficit arising on the accounts of any other asylum (sec. 284).

The Committee shall (in respect of moneys to be paid out of the County fund) prepare and submit to the Finance Committee an annual estimate of its expenditure divided into two periods ending September 30th and March 31st respectively, under the following heads—

1. Maintenance of pauper lunatics chargeable to the County of London.

2. Ordinary repairs to asylums, and also additions, alterations and improvements to the extent of £400 in respect of each asylum (sec. 266).

3. Provision of new asylums or enlargement of existing ones, and additions, alterations and improvements which do not come under No. 2.

4. Rents, rates, taxes and insurances.

The Committee shall only authorise expenditure under head No. 3 when such expenditure has been sanctioned by the Council on the recommendation of the Finance Committee. The Committee may revise that portion of its yearly estimate which is for the half-year ending March 31st.

(*Asylums Committee—continued.*)

The Committee shall not expend any greater amount than is included in its estimate, nor apply any money to any object other than those named in the estimate, except under the authority of the Council on the recommendation of the Finance Committee.

The accounts of the Committee and its officers shall for the purposes of the provisions of the Local Government Act, 1888, with respect to accounts of a County Council and its officers, and the audit thereof, be deemed to be accounts of the Council and officers (*sec. 279*).

The annual report of the Committee, relative to each county of London asylum for pauper lunatics, made in pursuance of the 190th section of the Lunacy Act, 1890, shall be made up to 31st March, and be laid before the Council at the second meeting held in the month of May in every year.

The Committee shall, in conjunction with the solicitor, from time to time, cause to be ascertained that the lunatics in their asylums chargeable, or such lunatics as may be thought to be made so chargeable, to the county, are properly chargeable, and shall also cause the necessary steps to be taken to remove from such county the chargeability in respect of any lunatics who may be found to belong to any union, parish, or place. For the purposes of this reference the person who shall from time to time act as deputy to the clerk of the Council (*section 290*) shall be at the disposal of the Committee, and shall act in accordance with its directions.

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### 3.—Bridges Committee.

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The Committee shall consist of not less than 15 and not more than 20 members.

The following matters are hereby delegated to the Committee—

(1.) The maintenance, repair, and lighting of the following bridges over the Thames—namely, Waterloo, Westminster, Lambeth, Vauxhall, Chelsea, Albert, Battersea, Wandsworth, Putney, and Hammer-smith, and also Deptford-creek bridge.

(2.) The maintenance of the rights of the public over Charing-cross foot-bridge.

(3.) The maintenance of the free ferry across the Thames at Woolwich.

(4.) The maintenance and repair of all county bridges.

(5.) The consideration of all questions connected with the provision or construction of new means of transit over or under the Thames, as also of new county bridges, with special power to the Committee, notwithstanding the further condition contained in standing order No. 258 relating to estimates of expenditure, to acquire on behalf of the Council property which may have to be taken for any such purpose, the Committee reporting subsequently thereon, and with power, subject to the sanction of the Council, to enter into contracts for the construction of all necessary works.

(6.) The powers of the Council under the Thames River (Prevention of Floods) Act, with the supervision of all wharf walls and other works constructed under the provisions of that Act.

(*Bridges Committee—continued.*)

After the clearing of any surplus land in connection with any new bridge or other scheme, such land shall be transferred to the care of the Corporate Property Committee.

The Committee shall have the control of all persons exclusively employed in connection with the bridges, ferries, tunnels, or other works, the construction or maintenance of which devolves upon the Committee. The number of persons to be so employed, their respective rates of pay, and every appointment, promotion, or dismissal shall be subject to the approval of the Council.

The Committee shall enforce all by-laws made by the Council with respect to the various matters referred or delegated to the Committee, and shall be authorised to prepare and submit to the Council for approval such other by-laws with respect thereto as may seem expedient.

The Committee shall, notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure, be empowered to order all stores required for current use.

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#### REGULATIONS MADE BY THE COMMITTEE.

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The Chairman is authorised to refer letters and other documents relating to the business of the Committee to the various officers, with instructions to take whatever steps he may think advisable.

The valuer is to employ when necessary a local contractor to do small repairs, and is to report the same to the Committee.

The engineer is authorised, in cases of emergency, to employ a firm to carry out repairs to the Woolwich ferry, and is to report the course taken to the Committee.

The engineer and valuer are authorised to order stores and the execution of works under general contracts to the value of £20.

The officers at Woolwich ferry are to prohibit the collection of money at the ferry.

Smoking by any member of the ferry staff during the time he is on duty is prohibited.

The men engaged at Woolwich ferry are to take the bank holidays during the year at such times as will not interfere with the working of the ferry.

In the event of an employee at Woolwich-ferry having small-pox or scarlet fever in his family, he is to live in lodgings, the rent of which is to be paid by the Council.

The comptroller is to report to the solicitor all cases in which tenants are three weeks in arrear with their rents.

The solicitor is to eject tenants who are more than five weeks in arrear with their rent.

The solicitor is to submit to the Committee at each meeting a return of the weekly tenants of all property acquired or to be acquired by the Committee, setting forth their names, addresses, the amount of their rents, and the amount outpaid.

The solicitor is to take the instructions of the Committee in all cases in which they are concerned before engaging counsel.

The solicitor is to serve notices to quit on all tenants immediately the Council has acquired the superior interests in property dealt with by the Committee, and is to report to the Committee on any matter arising thereon.

The engineer or other officer concerned is to report whenever any land acquired for the purpose of a scheme

*(Bridges Committee—continued.)*

carried out by the Committee is no longer needed for the purpose, with a view to the land being handed over to the Corporate Property Committee.

Whenever a tender for work to be carried out by the Committee is accepted by letter, the acceptance of the tender is to be subject to the firm not sub-letting any of the work without the sanction of the Council.

The engineer and the valuer are to consult the solicitor as to the property that should be taken for the purpose of any scheme before notices to treat for the same are served.

Whenever the services of a temporary man are required the engineer is to report the fact to the Committee and obtain their sanction, but in cases where temporary assistance is urgently required he is authorised to engage a person, and to obtain the sanction of the Committee at their first meeting after the employment.

No employee under the control of the Committee is to be paid the higher rate of pay when called upon to perform the duties of a man in a superior grade.

The engineer is to inform the Committee of the date of the commencement of works ordered to be carried out by the Manager of Works, and is also to report monthly on their progress.

Whenever stores or jobbing works are required at places remote from the Central works, Belvedere-road, Lambeth, the engineer is to obtain the stores from a local firm, and is to employ a local contractor or men to carry out the jobbing works.

Jobbing works to be carried out at a distance of more than three miles from the central works and of a value estimated at £5 or under, are to be carried out by local contractors.



*(Bridges Committee—continued.)*

The suspension of a man is to remain in force until the matter is considered by the Committee.

Whenever articles are required which are not included in the Council's contracts, the officers are to obtain prices from three or four firms, reporting the quotations to the Committee and the reasons for ordering the articles.

The engineer is to obtain, if possible, the order of the Committee for the execution of all works, and the purchase of materials and articles required, but when this course is not possible he is in every case to report the circumstances to the Committee.

Licensed watermen only are to be employed on the Council's piers.

When claims for or injuriously affecting property are received they are to be referred at once to the various officers for report to the Committee.

Officers are to submit every three months a return giving the number of persons temporarily employed on work under the control of the Committee, with the amount of their wages.

The engineer is to report whenever a man's period of temporary employment expires. [13-10-97]

Men employed at the Blackwall-tunnel are to have one week's holiday during the year and the six general holidays or days in lieu thereof. [27-10-97]

No man is to be appointed a first engineer on the Woolwich ferry-boats unless he has a first class certificate of competency from the Board of Trade, and no man is to be appointed a second or third engineer unless he has a certificate of competency from the Board of Trade. [6-7-98]

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#### 4.—Building Act Committee.

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The Committee shall consist of not less than 12 and not more than 15 members.

The London Building Act and all matters arising out of it shall stand referred to the Committee.

In the following matters the Committee shall exercise the powers of the Council—

Construction of buildings.

Special and temporary buildings and wooden structures.

Rights of building and adjoining owners.

Dangerous and neglected structures.

Sky-signs.

Storing of wood and timber.

Preventing obstructions in streets (section 199).

District surveyors, except as regards permanent appointment, dismissal, alterations of districts, or mode of payment.

Upon all other matters arising under the Act, the Committee shall report to the Council.

The Committee shall enforce all by-laws made by the Council with respect to the various matters referred or delegated to the Committee, and shall prepare and submit to the Council for approval such other by-laws with respect thereto as may seem expedient.

The Committee shall have power to take necessary legal proceedings under the Act, but shall not prosecute an appeal to the High Court without the sanction of the Council.

The Committee shall exercise the powers of the Council under the Factory and Workshop Act, 1891.

The Committee may direct the seal of the Council to be affixed to such licences, consents, sanctions, approvals or notices as may be granted or given by the Committee on behalf of the Council.

The Committee may meet as often as may be necessary when the Council is in recess, and at any meeting so held, as well as at any meeting held so nearly before the recess that it is impracticable to take up a report before the Council adjourns for the recess, the Committee shall have power to grant or refuse any application made to the Council under the Building Act, and generally to act on behalf of the Council in relation to the matters included in the Committee's order of reference; provided that the Committee shall act only upon such decisions as are unanimously arrived at by the members present, and that no action shall be taken on any decision contrary to the expressed views of the local authority. All such decisions shall be reported to the Council at its first meeting after the recess.

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#### REGULATIONS MADE BY THE COMMITTEE.

##### *General.*

The Chairman of the Committee is authorised to refer letters and other documents relating to the business of the Committee to the various officers, with instructions to them to take whatever steps he may think advisable in each case, and to report the same to the Committee.

The officers are to note carefully that the London Building Act in many places—*e.g.*, sections 10, 11, 15, 16, 22, 24, 32, 35, 42 and 44—imposes a limit of time within which objections must be raised or action taken. This is modified by section 174.

(*Building Act Committee—continued.*)

All items affected by such limits are to be marked on the *agenda* with an asterisk.

*Part V.—Open spaces about buildings.*

Applications under section 42 of the London Building Act are to be reported upon by the Medical Officer as well as the Architect.

*Part X.—Dangerous and noxious businesses.*

All communications are to be forthwith referred to the Medical Officer.

*Part XI.—Dwelling-houses on low-lying land.*

All applications are to be forthwith referred to the Engineer.

When a licence is granted by the Council under this part of the London Building Act, the local authority and the district surveyor concerned are both to be informed of the fact, and are each to be supplied with a copy of the plan approved. The local authority and the person to whom the licence is granted are to be informed at the same time that nothing in such licence is to be held to interfere in any way not therein specified with the powers of the local authority under the Metropolis Management Act, 1855, the Public Health (London) Act, 1891, or any other Act with regard to house drainage.

*Part XII.—Sky-signs.*

As far as regards signs existing at the time of the passing of the Council's General Powers Act of 1893, an advertising board of height varying in different parts is to be regarded as of less than three feet in height if its average height be less than three feet.

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## 5.—Corporate Property, Charities, and Endowments Committee.

The Committee shall consist of not less than 12 and not more than 15 members.

The Committee shall have the management of all land and buildings belonging to the Council, with the following exceptions—

The County-hall and adjacent offices.

Clerkenwell and Newington sessions houses.

Parks, gardens and open spaces.

Land and buildings occupied by the fire brigade.

Land and buildings acquired for improvement schemes until the improvements are completed.

Land and buildings held in connection with pauper lunatic asylums.

Land and buildings held in connection with industrial schools.

Land and buildings acquired or held for the purposes of main drainage or sewage disposal.

Land and buildings occupied and used for the purpose of a tramway undertaking.

Bridges, and land held in connection therewith.

Weights and measures stations.

Gas-meter testing-stations.

Electric testing-stations.

Workmen's dwellings (including the letting of shops connected therewith) and common lodging-houses.

The Committee shall, subject to the sanction of the Council, be empowered to enter into contracts or arrangements for the sale or lease of surplus land and buildings, and to effect the sale of ground rents, provided that, unless the Council otherwise direct, all property to be sold or let shall in the first instance be submitted to public auction.

The Committee, before reporting to the Council the proposed sale of surplus land, buildings or ground rents, or lease thereof containing option to purchase, shall communicate its proposals to the Finance Committee, in order that that Committee may consider their bearing upon the finances of the county. [7-12-97]

(*Corporate Property Committee—continued.*)

The Committee shall keep a register of all land and buildings the property of the Council, and a ledger account with each tenant; and shall also cause to be preserved in the office of the Council copies of the plans of all buildings erected under leases granted by the Council.

The Committee shall supervise the fire insurances of the buildings erected by the Council's lessees on ground belonging to the Council.

The question of retaining or abandoning a licence for the sale of intoxicating liquors on premises belonging to the Council shall in every instance be referred to the Committee for consideration and report to the Council. Whenever the Council decides to abandon a licence, its decision shall be communicated to the Commissioner of Police and to the clerk of the licensing justices.

The Committee shall consider and report upon all questions and schemes relating to public charities in London. The report of the City Guilds Commission of 1880, and all other matters affecting public endowments in London, shall also stand referred to the Committee.

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#### REGULATIONS MADE BY THE COMMITTEE.

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##### *Procedure with regard to buildings to be erected on the Council's land.*

The architect shall be responsible for the approval of plans and specifications for buildings, and of alterations therein during the course of construction; he shall have the custody of such plans and specifications, and record approved alterations thereon.

Any substantial alterations in plans or variations from specifications allowed by the architect shall be

recorded in a book to be kept for the purpose and laid upon the table at each meeting of the Committee.

In all cases when any dispute or question arises as to such plans or specifications or any alterations therein which, in the judgment of the architect, is of sufficient importance, he shall report the same specifically to the Committee.

Buildings shall be inspected under the direction of the architect during construction for the purpose of ascertaining that they are being erected in accordance with the approved plans and specifications.

When buildings in substantial accordance with the approved plans and specifications have been completed in carcase and roofed in, the architect shall forward his certificate to that effect direct to the solicitor, who shall thereupon prepare and present the lease for sealing, and proceed to complete in the usual way. The valuer shall supply the solicitor with plans, and, after taking the instructions of the Committee, acquaint him of any necessary apportionment of rent.

Surveys of properties on lease and service of notices of dilapidations shall be left to the valuer, the solicitor being instructed to serve such notices. The results shall be reported to the Committee when it is considered that further action is necessary.

In all future contracts and conditions of letting, words shall be inserted giving power to the Council to enter upon premises let by it for the purpose of making plans of such premises.

A clause is to be inserted in all the Council's building agreements prohibiting the removal of sand, &c., from the land and the substitution of refuse for any soil, &c., removed.

(*Corporate Property Committee—continued.*)

All leases granted by the Council under future contracts shall contain a covenant that the lessee shall insure the buildings to the extent of three-fourths of the estimated cost of re-building, such amount in case of difference to be determined by the Council's architect or valuer for the time being.

In all future leases the following words are to be used "in such Fire Insurance Office in the administrative county of London," instead of "in such Fire Insurance Office in London or Westminster."

The comptroller is to notify to the valuer whenever an indorsement or alteration is made on or in any fire insurance policy or receipt for premium paid, in order that the valuer may report to the Committee.

*Alterations to property.*

The architect and the valuer are to report to the Committee in all cases of alterations to the Council's property before the reference is made to the solicitor.

Licences granted to the Council's lessees for alterations and additions to premises are not to be sealed until the charges are paid or agreed to be paid.

*Rents.*

The rent journal is to be brought up to the Committee quarterly.

Before any demand is made for rent, the list of rents to be collected is to be sent by the valuer to the comptroller properly certified.

The architect and the valuer are to furnish the solicitor with a list of persons who have not complied with the covenants of their building agreements before reporting to the Committee, in order that he may instruct the comptroller as to the form of receipt.

The comptroller is to furnish the solicitor weekly with a list of weekly tenants who are in arrear with



(*Corporate Property Committee—continued.*)

their rents in order that he may conditionally eject them, reporting such ejectments to the Committee.

The comptroller is to supply the solicitor, at each half-quarter day, with a list of all the previous quarter's rents then outstanding, in order that he may take the necessary steps for their recovery, and a copy of such list is to be submitted to the Committee at their first meeting after each half-quarter day.

*Unlet and unsold properties.*

The valuer is authorised to receive offers for unlet or unsold property if made in the auction room after an auction, and to receive offers made between the meetings of the Committee, and to report the same from week to week.

The valuer is to bring up at each meeting of the Committee a list of the Council's unlet and unsold properties.

*Openings in party-walls.*

When any application is granted for permission to make openings in party-walls of property leased by the Council, although the cubical contents of such buildings shall be under 250,000 cubic feet, the lessee shall be required to make such openings in all respects in accordance with the conditions mentioned in section 77 (3) of the London Building Act, 1894, unless special permission is granted by the Committee to omit the same.

*Charities.*

The members of the Council locally interested in any charity scheme brought to the notice of the Committee are to be informed of such scheme, and requested to submit to the Committee any observations they may desire to make, in time for them to be communicated to the Charity Commissioners.

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## 6.—Establishment Committee.

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The Committee shall consist of not less than 12 and not more than 15 members.

The Committee shall, except where otherwise provided, consider and report upon all questions relating to the appointment, pay, duties, promotion, superannuation or dismissal of the members of the staff employed at the central offices, and not being heads of departments, also upon all questions relating to their superannuation.

The Committee may from time to time make arrangements, after consultation with the chairmen of other committees concerned, as to the time and place of meeting of such committees and the allocation of rooms for the same.

The Committee shall have the control of the printing and stationery contracts, and of the supply of books and other necessities at the central offices.

The building known as the county-hall, comprising the Council chamber, the offices attached thereto, and other adjacent houses taken for the purpose of carrying on the central administration of the Council, shall be under the care and management of the Committee, which shall report to the Council whenever it is of opinion that any enlargement or extension of accommodation or other works involving expenditure in connection with the central offices are required. All such works, when authorised by the Council, shall be carried out under the direction of the Committee.

The Committee shall be entrusted with the distribution of rooms and other accommodation among the officials of the Council and shall also regulate the supply of office furniture and its distribution.

(*Establishment Committee—continued.*)

The Committee shall have authority to make inquiries and to report to the Council with reference to obtaining a site for the erection of a new county-hall and municipal offices.

The Committee shall, notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure, be empowered to order all stores required for current use.

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#### REGULATIONS MADE BY THE COMMITTEE.

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##### *Furniture, &c.*

All requisitions for new furniture and fittings are to be submitted to the clerk of the Council for approval before they are brought up to the Committee.

##### *Half-pay to temporary assistants.*

Half-pay is to be allowed to temporary assistants during absence through illness.

##### *Revision of salaries.*

Heads of departments are, in the month of February in each year, to report to the clerk of the Council any recommendations for the promotion or increase of salary of officials in their respective departments, and in the month of March the clerk of the Council shall lay before the Establishment Committee the reports of the heads of departments, together with his observations thereon.

Each head of a department shall be entitled to be present to afford any information to the Committee before they consider his recommendations.

##### *Attendance books.*

Unclassified officers located in the main building of the central offices are, with the exception of those already exempt, to sign in future an "attendance book" which is to be kept in the hall-porter's room. The

(*Establishment Committee—continued.*)

book is to be removed at 9.45, and any late attendance after that time is to be noted in the general late attendance book in the entrance hall.

The late attendance book is to be removed at 10 o'clock, and taken by the hall-porter to each department for the head of the department or his chief assistant to countersign the late attendance or absence of any member of the staff of his department. The reason of late attendance or absence should in each case be noted. The book is then to be submitted to the Clerk of the Council.

Unclassified officers who are located at the offices outside the main building are, with the exception of those who are already exempt, to sign in the general attendance book ; but they are to have the privilege of signing up to 9.45. The book, however, is to be removed at 9.35, as required by the standing order, and placed in the room of the head of the department or chief assistant.

### *Library.*

The statistical officer is to submit, for the approval of the Library Sub-Committee, the particulars of any book or books he considers should be purchased for the library.

In cases of urgency, the statistical officer is, before purchasing a book, to obtain the sanction of the chairman of the Library Sub-Committee, the purchase being reported at the next meeting of the Sub-Committee.

### *Resignations.*

The head of a department in presenting the resignation of an official is to state in his report the reasons assigned for such resignation.

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## 7.—Finance Committee.

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The Committee shall consist of not less than 12 and not more than 15 members.

The Committee shall regulate and control the finance of the county of London, and shall, at each ordinary weekly meeting of the Council, make such report as shall enable the Council to carry out the financial provisions of the Local Government Act, 1888.

The Committee shall also undertake the following duties—

(1.) Prepare and submit to the Council annual estimates of receipts and expenses, and revise such estimates (if required) at the expiration of six months, pursuant to section 74 of the Local Government Act, 1888, and determine, subject to the approval of the Council, the amount of the precepts to be issued to the guardians of the poor.

(2.) Prepare the estimates for the annual Money Bill.

(3.) Superintend the keeping of the accounts of the Council, and have general charge of the comptroller's department.

(4.) Consider and report to the Council upon all matters relating to the Consolidated Loans Fund, the Sinking Fund, the payment of interest on debt, the raising of money by issue of consolidated stock or otherwise, and the temporary investment of surplus balances.

(5.) Consider applications for loans from other bodies and, where authorized by the Council, carry out the same, the minimum amount of any such

*(Finance Committee—continued.)*

loan to be £1,000, unless the loan is for the purpose of completing a work in respect of which a previous loan has been granted, or unless there are exceptional circumstances which in the opinion of the Committee warrant the granting of the loan.

(6.) Prepare and present to the Council periodically summarised statements of the receipts and expenditure on (1) rate accounts, (2) capital and other accounts, classifying the same under different heads.

(7.) Make from time to time regulations for the guidance of the various Committees empowered to incur liability or to expend money, as to the report by them to the Finance Committee of such liability or expenditure.

(8.) Make provision for an annual stock-taking and audit of store accounts.

(9.) Obtain guarantee policies for officers entrusted with money on behalf of the Council, or have existing policies altered as may from time to time be necessary.

(10.) Manage and administer the Superannuation and Provident Fund.

(11.) The financial control of the Works department, and the supervision of the purchase of materials, plant, horses, etc., required for works carried out by the Works department and of the accounts connected with such works, and the making of the necessary regulations with regard thereto, such regulations being reported to the Council.

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## REGULATIONS MADE BY THE COMMITTEE.

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All accounts of fees, demand notes for rates and taxes, and all other bills and accounts shall be sent direct to the comptroller for registration. If sent to any other department, they shall at once, before being dealt with by such department, be sent to the comptroller for registration. The comptroller shall return them, immediately after registration, to the heads of the departments to which they relate for their examination (the checking of prices being done in the same way as appointed for stores). The bills are then to be returned to the comptroller for his examination. Before the bill is presented to a committee it will be again sent to the head of the department concerned, for his certificate, if the same is not already upon it.

The several committees, when giving authority for works or goods, are to require the officer giving the order to state thereon the name of the committee from whom the order proceeds, and to request the person or firm to whom the order is sent to state the name of the committee on each account, and to render a separate account in respect of each committee.

Contracts and agreements involving payment of money either to or by the Council, shall be sent to the comptroller for registration immediately upon their execution, also a memorandum of all estimates which, having been accepted, have virtually become contracts, and the orders for works based on such estimates; such memorandum to be certified by the chairman of the committee having charge of the work.

The committee will not recommend the Council to draw a cheque for any account which is not signed by

(*Finance Committee—continued.*)

the chairman of the committee directing the expenditure, except in the following cases—

(a) Advances to contractors, where the certifying officer named in the contract certifies that the proposed payment is in accordance with the terms of the contract and his certificate has been verified by the comptroller. No final payment under a contract must be made without the previous approval of the committee concerned.

(b) Purchase, compensation, and other moneys the amounts of which have been reported to the committee charged with the business as determined by contract, award, verdict of jury, or the acceptance of a sealed offer, or approved by the Council or the committee charged with the business, and rent, interest, fees, costs, and other incidental charges payable in connection therewith, where the solicitor certifies that the Council is legally liable to make such payments.

In each of the above cases the comptroller will present to the committee charged with the business at its next meeting the certificate or request for cheque passed by the Finance Committee under this regulation that they may investigate the same as fully as they might have done if presented to them in the first instance.

The comptroller is to report to the Finance Committee every case in which an account paid out of the urgency fund or under special regulations does not receive the approval of the committee on whose behalf the payment was made.

*Estimates of Technical Education Board.*

(1.) The annual estimates of the Technical Education Board shall be prepared on the basis of the liabilities to be incurred for the financial year, notwithstanding



(*Finance Committee—continued.*)

that the payments may not be made until long after the close of the year.

(2.) In preparing the estimate for any financial year, regard shall be had by the Board to the estimated, unappropriated or deficient balances, if any, on the estimate of the preceding year. The estimate submitted to the Finance Committee of the Council shall be accompanied by a statement showing in detail—

(a) The gross amount required for the year under each head.

(b) The balances, if any, under each head estimated to be unappropriated on the preceding year's estimate.

(c) The balances, if any, under each head estimated to be deficient on the preceding year's estimate.

(d) The net amount required for the new year.

Upon the estimate for the new year being passed by the Council, the estimates for the preceding year under each head shall be considered to be reduced or increased by the amounts approved under (b) and (c) respectively.

(3.) At the end of the fourth year after the expiration of the year to which the estimate relates, the precise total expenditure in respect of the year of estimate under each head shall be ascertained, and any unexpended balance or deficiency of estimate, as revised in accordance with No. 2 above, shall, subject to the approval of the Council, be taken into account similarly to No. 2 above, in framing the estimate for the following year.

(4.) The quarterly statements of receipts and payments furnished by the Board to the Finance Committee of the Council, shall distinguish the years in



(*Finance Committee—continued.*)

respect of which the payments have been made under each head of estimate.

(5.) The annual estimate of the Board shall show any miscellaneous amounts (*e.g.*, interest on balances, fees, &c.) estimated to be received by the Board, and such amount shall be taken into account in estimating the sum required from the Council for the year.

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### 8.—Fire Brigade Committee.

The committee shall consist of not less than 12 and not more than 15 members.

The committee shall have the control, maintenance, and management of the London fire brigade, and of all land, buildings, plant, and machinery belonging to or held by the Council in connection therewith.

All contracts and arrangements for the purchase or lease of land for fire brigade purposes, for the erection of new fire-engine stations, and for the supply of the necessary machinery and plant, including fire-engines, fire-escapes, fire-hydrants, telephone apparatus, and fire-alarms, shall be made by the committee, subject, however, to the sanction of the Council. All works or contracts authorised by the Council for fire brigade purposes shall be carried out under the direction of the committee.

The committee shall, not less frequently than once a year, lay before the Council a report on the condition of the fire brigade.

The committee shall have the control of all persons exclusively employed in connection with the fire brigade. The number of persons to be so employed, their respective rates of pay, and every appointment, promotion, discharge, or dismissal, shall be subject to the approval of the Council.

In the case of the chief and second officers, the committee shall report any suggested change to the General Purposes Committee, which shall make such recommendation to the Council thereon as it shall think fit.

The committee shall, notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure, be empowered to order all stores required for current use.

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(*Fire Brigade Committee—continued.*)

REGULATIONS MADE BY THE COMMITTEE.

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*Accidents.*

When accidents occur the men in charge of the Council's appliances are to obtain the name of an eye-witness, with a view to his giving evidence on behalf of the Council, if necessary. [25-9-90]

In cases of accidents to lamps projecting over foot-ways, the chief officer is, before giving instructions for the damage to be repaired, to acquaint the clerk with the facts in order that the solicitor may be consulted. [3-5-94]

*Accounts.*

Sub-Committee on Stores and Accounts authorised to pass direct to the Finance Committee fully certified accounts when the last meeting of that Committee before a recess is the day before the meeting of the Fire Brigade Committee. [12-5-98]

*Auxiliary firemen.*

Auxiliary firemen are not to be allowed to assist the brigade. [28-5-91]

*Building work.* See also "*Repairs.*"

Specifications of work, whether to be executed by the Works department or by contractors, are to be submitted by the architect to the committee before the work is put in hand. [14-12-93 and 23-4-96]

The following principles are to be observed in preparing specifications—

(1.) Where the architect thinks it desirable to use any patented article or material, there can be no competition, but it would be desirable for the architect to fix a price with the manufacturers before the article is specified, otherwise the price might be so high as to outweigh any advantages.

(2.) For other than patented specialities the architect is to adopt one of the following courses—

(*Fire Brigade Committee—continued.*)

(a) After specifying the article and maker's name, add "or of other make to the satisfaction of the architect."

(b) Specify exactly the article required, as in the case of iron cisterns, giving all dimensions, so that tenders may be obtained in the open market.

[22-6-93]

As far as practicable the architect is to mention in specifications the name of more than one firm or manufacturer of whom particular articles are to be obtained.

[1-4-97]

The architect is to inform the committee whenever unfavourable reports are made to him on work done or materials supplied by the Works department.

[28-9-93]

The architect is to lay on the table at each meeting the book showing the expenditure on work at stations.

[19-11-91]

The solicitor is to instruct an assistant to visit once a month the works in course of execution by contractors, and to report whether there is displayed on such works a list of the rates of wages and the hours of labour of the men employed on the Council's work.

[27-2-96]

In new stations only married men's quarters are to be provided.

[21-10-97]

When submitting plans of building work the architect is to report the probable cost.

[18-11-97]

The architect is authorised to obtain of Messrs. Cook and Hammond, at 3s. a sheet, sun copies of drawings of new stations and of drawings of alteration and enlargement of stations.

[17-2-98]

*Chief Officer.* See also "*Conditions of service.*" "*Gear.*"

If the chief officer wishes to be absent from London for more than a day at any time other than during the Council's vacations, he is to make the Fire Brigade

(*Fire Brigade Committee—continued.*)

Committee acquainted with his wish at the preceding meeting; but if the occasion for his absence should arise unexpectedly, he is to make an intimation by letter to the chairman of the committee, so that the committee may be informed of it at the following meeting:

[7-2-82]

The chief officer is authorised to order from time to time any small repairs to engines and gear, and to obtain any articles which may be urgently required, the cost of which shall not exceed £20, it being understood that nothing new shall be so obtained or ordered except under circumstances which make it impossible to wait until the following meeting of the committee.

[11-1-87]

Authority is delegated to the chief officer to suspend, dismiss, or appoint coachmen or pilots. He is to report any action taken with a view to the Council's sanction being subsequently obtained.

[27-4-93]

Whenever the chief officer leaves the chief station he is to inform the second officer of the circumstance, and the second officer in his turn is to inform the officer in charge of the station when he leaves the building.

[16-7-96]

The chief officer is allowed the use of a fireman as personal attendant.

[17-12-96]

### *Chimney fire penalties.*

Summonses for chimney fire penalties are to be taken before magistrates in petty sessions.

[5-1-66 and 5-12-89]

No longer period than one month is to elapse between the date of a chimney fire and the date of the summons.

[6-8-67 and 5-12-89]

In cases of default in payment of penalties, application is to be made to police magistrates for distress warrants.

[17-3-68 and 5-12-89]

In cases of chimney fires, where the parties are

willing to pay the maximum penalty of 20s., the officer of the Council is authorised to accept payment and to dispense with the issue of a summons. [23-12-69 and 5-12-89]

The chief officer is to make arrangements to supply whatever number of men may be required to furnish proof of chimney fires before the magistrates.

[17-3-85 and 5-12-89]

The chief officer is to acquaint the comptroller only of such cases of chimney fires as in his judgment seem to justify proceedings being taken to recover the penalty.

[13-7-97]

### *Clothing.*

The following is the allowance of clothing for each rank:—

Chief and second officers—

£12 a year allowed to each to provide clothing and boots.

Superintendents—

One tunic.

One undress jacket.

Two pairs of cloth trousers.

\*Two caps.

One neckcloth.

Two pairs of boots.

One overcoat in three years.

} every year.

Foremen and engineers—

One tunic.

One undress jacket.

Two pairs of cloth trousers.

\*Two caps.

One neck cloth.

Three pairs of boots in two years.

One overcoat in three years.

} every year.

\* Such of the officers as attained the rank of engineer previously to 1<sup>st</sup> October, 1883. receive one silk hat and one cap instead of two caps.

*(Fire Brigade Committee—continued.)*

## Firemen and coachmen—

One tunic.	}	every year.
Two pairs of cloth trousers.		
† One serge jumper.		
One pair of duck trousers.		
Two pairs of driving gloves (for coachmen only).		
Two caps.		
One neckcloth.	}	
Three pairs of boots in two years.		
One overcoat in three years.		

## Pilots—

One tunic.	}	every year.
Two pairs of cloth trousers.		
One serge jacket.		
One vest.		
One cap.		
One neckcloth.		
Three pairs of boots in two years.	}	
One overcoat in three years.		

[19-10-83, 19-7-92 and 17-5-98]

Serge jackets are allowed for men employed at the river stations and in the workshops and the office at the chief station.

[26-9-89]

Officers' assistants to have serge jackets in lieu of duck suits.

[22-9-92]

Men at the river stations are not to have duck suits as fearnought overalls and blue guernseys are provided for their use.

[13-5-97]

*Coal.*

The chief officer is authorised, in the event of the coal contractors supplying coal which he is satisfied is not of the quality provided for in the contract, to call upon

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† Probationary firemen are to be provided with one duck jacket in lieu of the serge jumper.

*(Fire Brigade Committee—continued,)*

the contractors to remove it and to supply other coal in place thereof as provided in the contract.

[30-10-88 and 5-12-89]

The following are to be the annual allowances of coal, viz.:—chief officer, 25 tons; second officer, 18 tons; chief station, 210 tons (being 140 tons for station proper, 32 tons for the workshops block, and 38 tons for the drill-class block); for each superintendent's station, 18 tons (being 8 tons for superintendent and foreman and 10 tons for watch-room and offices); for each ordinary station, 8 tons (being 4 tons for engineer and 4 tons for watch-room); and for each street-station 2 tons.

[9-4-91]

An additional two tons annually allowed for each station wherein there is a recreation room.

[10-12-96]

*Committee.*

The names and addresses of the members of the Committee are to be exhibited in every station of the brigade.

[24-3-92]

*Condemned stores.*

Tenders for any condemned stores that may be for sale are to be addressed to the clerk.

[29-5-88 and 9-5-89]

Old materials at stations are to be sent to the condemned stores at the chief station.

[13-2-90]

The chief officer is authorised to dispose of condemned hose at not less than 1d. a foot whenever he may receive applications therefor.

[5-11-95]

Advertisements inviting tenders for purchase of condemned stores, etc., to be inserted in the *Daily Telegraph*.

[2-12-97]

*Conditions of service.*

Men on entering the service are to be required to sign the conditions of service which are printed in a book.

[22-12-65 and 9-5-99]



(*Fire Brigade Committee—continued.*)

When the chief officer takes on new men he is to give them distinctly to understand that their engagement is subject to subsequent confirmation by the Council; the men are not to be required to sign conditions of service until their appointment has been confirmed by the Council, but are to be informed when they are taken on that, as they are only temporarily appointed by the chief officer, they will be liable to dismissal by him for any misconduct committed previously to the confirmation of their appointment by the Council.

[8-11-94 and 22-11-94]

*Daily fire reports.*

Fire insurance companies which have no statutory claim to the reports may receive them on payment of £20 a year quarterly in advance.

[16-12-67 and 9-5-89]

The daily fire reports are to have appended to them the name of the officer who holds himself responsible for their accuracy, that is to say, the chief officer of the brigade, or, in case of his absence from London, the officer in responsible charge of the brigade.

[30-10-88 and 5-12-89]

Such of the fire insurance companies as now receive more than one copy of the reports are to be allowed to continue to receive them; any application that may be made by any other company is to be considered on its merits; copies of the reports are to be in future supplied to newspapers, if desired, on payment of £5 5s. a year.

[13-2-90 and 22-5-90]

The reports are to be open for inspection at the chief station to duly accredited representatives of the press.

[25-10-94]

*Directories.*

Superintendents are not to be supplied with local directories when Post Office suburban directories are supplied.

[7-11-95]

*Districts.*

London for fire brigade purposes is divided into five districts. [11-3-90]

*Electric bells.*

The chief officer is to report any alterations or additions necessary before ordering work. [8-11-94]

The chief engineer is to consult the architect as to providing storage place for electric-bell batteries before the plans of new stations are approved by the committee. [23-4-96]

The chief engineer is authorised to employ wiremen, carpenters, and labourers as necessary in connection with the execution of electric bell work and electric lighting work at fire-stations. The comptroller is to report the cost quarterly. [17-2-98]

*Electric communication with fire-stations.*

Theatres and private establishments are to be allowed to have electric communication between their premises and fire brigade stations on payment of £5 a year, the arrangement to be determinable by three months' notice on either side. [2-2-69 and 9-5-89]

The communication is to be telephonic. [10-12-96]

*Electric lighting.*

The chief officer is to report on any fires which there may appear to be reason to believe were caused by defects in electric apparatus or fittings. [22-6-93]

The solicitor is to serve on electric light companies and local authorities which supply electric current notice for the supply of current to fire stations on hearing from the chief engineer that the proper time to do so has arrived. [15-7-97]

*Engines, speed of.*

Engines, when returning from fires, are to do so at a low rate of speed. [28-9-69 and 9-5-89]

*(Fire Brigade Committee—continued.)**Escape duty.*

The hours of duty with fire-escapes are to be from 9 p.m. to 7 a.m. throughout the year.

[28-9-69, 24-7-88 and 9-5-89]

*Expenditure.*

The architect and the chief officer are not to recommend, except in case of emergency which will not admit of delay, any expenditure for which provision is not made in the estimates for the current financial year.

[8-11-94]

*Fire-alarms.*

The local authorities are to be informed by the clerk when new fire-alarms are fixed in their districts.

[10-10-89]

The chief officer is to consult the police authorities with regard to the positions of new fire alarms. [1-4-97

*Fires outside county area.*

The brigade is to attend fires occurring within a reasonable distance of the boundary, on receiving a sufficient call. The officer in charge is to exercise his discretion in each particular case.

[16-3-69 and 9-5-89]

Where no services are rendered by the brigade, and the brigade is not called by the persons interested in the property, no charge is to be made.

[6-10-92]

In the event of the charge for the attendance of the brigade not being paid after a second application, the case is to be reported to the committee.

[20-6-89]

Scale of charges to be as follows—

£ s. d.

For the attendance of a floating engine—

First hour ... .. 6 - -

Each succeeding hour or part of an hour 1 - -

For the attendance of a tug—First hour... 5 - -

Each succeeding hour or part of an hour 1 - -

For the attendance of a manual engine or

a land steam fire-engine ... .. 2 - -

*(Fire Brigade Committee—continued.)*

If the steam engine be got to work—First	£	s.	d.
hour or part of an hour ... ..	1	—	—
Each succeeding hour ... ..	—	10	—
For the attendance of a curricule engine or a hose-cart ... ..	1	—	—
For the attendance of a fire-escape ...	1	—	—
For each pumper per hour or part of an hour	—	1	—
The above to include charges for firemen, horses, coal, assistance, hose-cart, or fire-escape, use of appurtenances, etc.			
Out of pocket expenses to be charged in addition.			

[26-1-93]

*Funerals of men.*

In the event of a man belonging to the brigade dying while in the service, the sum of £5 is to be granted to his widow or family towards the expenses of his burial.

[5-10-66 and 12-11-89]

The £5 is to be paid to the chief officer, and it is to be left to the engineer of the station to which the man belonged and the other comrades of the deceased to manage the funeral, the body being conveyed on an engine, and the men following in uniform.

[10-11-68 and 12-5-92]

*Fusible plugs.*

The chief officer is to report whenever a fusible plug on any appliance is blown out.

[21-7-92]

*Gatherings of firemen.*

The chief officer is to acquaint the committee beforehand whenever it is proposed to hold gatherings of members of the brigade at sports, etc.

[4-7-95]

*Gear.* See also "*Recess.*"

Engines, boilers, etc., which need repair are not to be sent to contractors' workshops for examination, but are to be inspected at the brigade stations by the firms invited to tender for the repairs.

[20-1-90 and 21-1-97]

(*Fire Brigade Committee—continued.*)

The chief officer is to submit at each ordinary meeting of the Sub-Committee on Stores and Accounts a list of the work executed to appliances by the workshops staff, and a list of work to be executed, it being understood that work beyond ordinary repair and maintenance is not to be undertaken without the sub-committee's approval, except in cases of emergency. [27-1-98]

The chairman is authorised to sanction the putting of work in hand in cases in which ordinarily it would not be commenced before the submission of an estimate by the Finance Committee to the Council. [18-1-94]

It is an instruction to the chief officer that no engines, escapes, vans, hose, hose-carts, hose-tenders, or hose-and-ladder-trucks are to be issued for service until the Sub-Committee on Stores shall have inspected the same; provided, however, that when the committee is in recess the inspection is to be made by the chairman of the sub-committee. [14-5-96 and 11-6-96]

### *Gratuities.*

The men of the fire brigade are not to be allowed to receive gratuities for services rendered in the discharge of their duties. [5-10-66 and 5-12-89]

### *Horses.*

The fire brigade horses are not to be used for private purposes. [6-7-84 and 9-5-89]

### *Hydrants.*

The chief officer is to see that all fire hydrants are kept in proper order and fit for immediate use in case of fire. [7-2-79 and 9-5-89]

In residential districts in which there are no large manufacturing premises, hydrants are to be fixed at a distance of 450 feet apart where the houses are less than 40 feet in height, and at a distance of 350 feet where houses are more than 40 feet in height. [12-11-91]

All large and important public buildings are to be indicated on plans showing proposed positions of hydrants. [19-11-91]

Hydrants are to be fixed as nearly as possible at the junction of thoroughfares and near street lamps. [26-11-91]

The chief officer is to give personal attention to the determination of the exact positions in which hydrants are to be fixed near large and important public buildings. [26-11-91]

No claim is to be made against any local authority whose paving operations may necessitate an alteration in the position of a hydrant. [26-10-93]

The chief engineer is to cause inquiry to be made as to the positions in which houses will probably be erected in new roads in which it is intended to lay down hydrants. [7-6-94]

The clerk is authorised to give permission on the usual conditions to local authorities to use hydrants for the purpose of obtaining water during the execution of paving works. [25-4-95]

The chief engineer and the chief officer are to call the Committee's special attention whenever they recommend the fixing of hydrants in roads in which no houses are built. [23-5-95]

Where practicable hydrants are not to be all fixed on the same side of a thoroughfare. [10-12-96]

Letters from persons agreeing to reimburse the cost of altering the positions of hydrants are to be stamped at Somerset House. [10-10-95]

Pits of hydrants in the Kent Water Company's district are to be made watertight. [13-5-97]

(*Fire Brigade Committee—continued.*)

*Insurance of stations.*

Fire brigade stations are not to be insured except where the Council is bound by covenant to do so.

[3-7-66 and 16-5-89]

The solicitor is to see that in future all leases granted for fire brigade stations contain a covenant to rebuild in case of fire instead of a covenant to insure.

[30-9-79 and 16-5-89]

*Inventions.*

Letters calling attention to inventions are to stand referred to the chief officer, but he is only to report on such as he thinks would be of advantage to the brigade.

[16-12-97]

*Jobbing work.*

See also "*Building work*" and "*Repairs at stations.*"

In cases in which tenders are invited, not less than five are to be obtained when the architect's estimate of the cost exceeds £50, and when his estimate is less than £50, not less than three are to be obtained.

[12-1-93]

The architect is in all cases to prepare a specification of work to be carried out either by the Works department or by contractors.

[23-1-96]

*Lighting of stations.*

Where new stations are lighted by electricity, gas fittings are not to be provided; lamps and candles are to be relied on in case of failure of electric light.

[10-12-96]

*Lodgings.*

Firemen are to pay for their quarters at the rate of from 1s. to 2s. 6d. per week, according to the accommodation afforded them.

[24-11-65 and 9-5-89]

A superintendent is to be entitled to 4 rooms, a foreman or an engineer to 3 rooms, and a married fireman to 2 rooms. Men in the third class whose numbers are



*(Fire Brigade Committee—continued.)*

below 481 are to have two rooms at 2s. 6d. a week, and men whose numbers are between 480 and 581 are where practicable to have two rooms at 4s. per week.

[24-11-65 : 9-5-89 : and 19-11-93]

Every married fireman, with 12 years' service or upwards, is to be allowed (upon his agreeing to a deduction of 4s. a week instead of 2s. 6d.) to have a third room when the circumstances of his family as regards number and age shall appear to the committee to justify it, and when it can be done without interfering with the work of the brigade.

[16-10-83 and 9-5-89]

The chief officer is authorised to allow married firemen whose numbers are higher than 581 to occupy spare sets of married men's quarters in stations, each man paying in respect of such quarters a weekly rent of 6s.

[26-10-97]

When married men's families are required to temporarily vacate their quarters in a station in consequence of the execution of drainage or other work, and to hire lodgings, an allowance of 10s. a week is to be made to each officer, and 7s. 6d. a week to each man for that purpose.

[26-3-96]

In new stations married men's quarters are to consist of a bedroom, a living room, and a room to be used as a scullery.

[27-4-93]

*Loss of life.*

The chief officer is to report specially on all cases of fire attended with loss of life.

[4-5-66 and 9-5-89]

*Medals.*

A silver medal is to be given to men of the brigade who distinguish themselves by extraordinary bravery at fires.

[27-7-77 : 14-12-77 : and 5-12-89]

A bronze medal is to be given to every officer, fireman, and coachman who shall have served 15 years with zeal



(*Fire Brigade Committee—continued.*)

and fidelity, and whose conduct shall have been satisfactory. [27-7-83 : 5-12-89 : and 1-6-97]

*Minimum age.*

The minimum age of candidates for admission to the brigade is to be 21, save under exceptional circumstances, such circumstances to be brought to the committee's notice by the chief officer whenever he may recommend enrolment of men under that age. [20-10-92]

*Patterns.*

Sealed patterns are not to be taken from the chief station. [15-1-91]

*Pensioners.*

Payments to pensioners are to be made at the end of every three months. [30-5-79 and 16-5-89]

*Pilots.*

No regular allowance is to be made to pilots during sickness, but, should the chief officer be of opinion in any particular case that some allowance should be made, he is to make a recommendation to the committee to that effect. When the committee is in recess the chief officer is authorised to allow full pay to any pilots temporarily incapacitated for duty, reporting the names of the men at the first meeting after the recess.

[5-12-89 and 26-3-96]

*Promotions.*

When men pass out of the drill-class into the fourth class of firemen the chief officer is to report whether they have been guilty of any offence during their service.

[28-1-92]

Whenever the chief officer recommends a man for promotion to the rank of first or second-class fireman, engineer, foreman, or superintendent, he is to submit the man's name to the Fire Brigade Committee before informing him that he is promoted subject to the approval of the Council.

[15-12-92]

*Punishments.*

The chief officer is empowered to reduce men in the seniority list for grave offences. [23-11-96]

*Purchase of property.*

The valuer is to accompany the committee when it inspects property proposed to be acquired for fire brigade purposes. [11-10-94]

*Quantities.*

Bills of quantities are as far as possible to be prepared whenever the cost of work is estimated at more than £100. [4-7-95]

The architect is to report when he considers that the quantities for any work should be taken out by an outside firm. [9-11-93]

Tenderers are to be supplied with two copies of the bills of quantities. [6-10-92]

Tenderers for erection of new stations to deposit £25 in cash when supplied with bills of quantities. [24-3-92]

*Removals.*

The following scale of payments is sanctioned in cases in which officers and men are ordered to move from one station to another—superintendents, £1; foremen, 15s.; engineers, 10s.; married firemen, 7s. 6d.; single firemen, 2s. 6d. Brigade vehicles are not to be used for removing men's furniture, etc., without the chief officer's express sanction. [26-11-96]

*Recess.*

Whenever the committee is in recess, the Chairman, or in the event of his absence from town the Vice-Chairman, is authorised to deal with any matter of emergency that may arise; the Chairman of the Sub-Committee on Stores is however to be consulted on questions with regard to stores and gear. [26-3-96]

(*Fire Brigade Committee—continued.*)

*Recreation rooms.*

Recreation rooms to be provided where practicable in new stations. [27-4-93]

*Repairs at stations.* See also "*Jobbing work.*"

When the cost of a work does not exceed £10, local tradesmen are to be employed instead of jobbing contractors. [15-2-70 and 16-5-89]

The book showing the expenditure on repairs is to be laid on the table at each committee meeting. [19-11-91]

The architect is to see, when tenders are ordered to be obtained, that the number ordered is submitted. [12-5-92]

In cases in which the architect's estimate of cost exceeds £50, five tenders are to be obtained, in other cases three. [12-1-93]

Unless otherwise ordered, the work is to be executed by the Works department. [22-6-93]

When kitchen ranges, etc., are worn out, the architect is to report the date when they were supplied. [14-3-95]

Whenever the committee sanctions the execution of any work, no variation is to be made in the specification without the authority of the committee, but, in case of pressing necessity for some small alteration, the architect is to give the order, communicating with the chairman of the committee within 24 hours of such order being given. [12-3-96]

Order extended to chief engineer. [2-12-97]

Whenever the architect anticipates that his estimate for any work, the execution of which has been authorised, is likely to be exceeded, he is to at once report the circumstances, so that the committee may obtain a supplemental vote from the Council. [14-5-96]

The architect is to lay before the Committee specifications of all work for which tenders are invited from contractors, and for work proposed to be intrusted to the Works department. [23-4-96]

Work executed at fire-stations under the architect's supervision is to be in future classified in two lists—(a) work which in the nature of the case must be attended to immediately, for example, repairs to or alterations of gas and water pipes: sanitary and drainage work: work necessary to prevent damage: and work necessitated by accidents, or work which, if not at once executed, may result in accident: and (b) all other work, including alterations and repairs, either requisitioned for by the chief officer or advised by the architect's assistants as the result of visits paid to stations.

As regards work under (b) the following practice is to be followed—the stations are to be arranged in six districts; a list of the work to be done at each station is to be prepared and submitted by the architect and the chief officer once a year to the Sub-Committee on Buildings; a copy of the list is to be sent to each member of the sub-committee a fortnight before the day of meeting, to afford an opportunity to the sub-committee or any member thereof to inspect the station should they or he wish to do so in the meantime. [14-7-98]

*River service.* See also “*Gear.*”

The responsibility as regards execution of work to river appliances is re-transferred to the chief officer. The chief officer is to submit to the Sub-Committee on Stores and Accounts at each ordinary meeting lists of works ordered and in hand. [27-1-98]

(*Fire Brigade Committee—continued.*)

When it becomes necessary for a tug to be fitted with a new boiler, the vessel is to be placed on a hard foreshore or grid, and the flooring and fittings removed as far as practicable before the specification is prepared.

[9-7-96]

*Savings fund.*

The interest on the surplus of the fund is to be transferred annually to the firemen's widows' and orphans' fund.

[5-2-86 and 9-5-89]

*Second officer.*

The second officer is allowed the use of a fireman as personal attendant.

[17-12-96]

*Special duties.*

Certain duties recognised as special duties are to be paid for at the rate of 3s. 6d. a week. The maximum number of men allowed to receive such extra pay is fixed at 24.

[10-1-86 and 24-6-90]

*Special services.*

Officers are not to inspect for provincial local authorities and fire brigades appliances made in London.

[28-1-92]

Officers are not to be allowed to advise authorities on the protection from fire of buildings outside the county area.

[11-1-94]

Members of the brigade are not to be allowed to undertake watching duties for companies, public institutions, or private individuals.

[21-7-92]

Officers are not to be allowed to inspect provincial fire brigades.

[24-3-92]

*Stores.*

Stores are to be issued quarterly according to a regulation allowance.

[21-6-94]

(*Fire Brigade Committee—continued.*)

*Visits to stations.*

The chief officer is to instruct officers in charge of stations to afford all facilities to the officials of local authorities to inspect the sanitary arrangements of the buildings. [15-12-92]

The chief officer is authorised to deal with requests for permission to visit stations, but he is to acquaint the committee beforehand whenever corporations or other public bodies propose to visit stations, and also whenever any exhibition out of the ordinary course is to be given by the brigade. [5-4-94]

*Water arrangements at fires.*

The chief officer is to report fully upon any defective arrangements, and to express an opinion as to the advisability or otherwise of communicating with the water companies thereon. [6-11-90]

The time at which turncocks arrive at fires is to be noted. [28-1-92]

The chief officer is to report when companies fail to give a supply of water of the statutory pressure. [14-4-92]

*Waterside fires.*

The chief officer is to give the chief engineer immediate notice of any waterside fires. [26-6-89]

*Weekly wages.*

Guarantee policies are to be taken out for 18 firemen, as security for the due payment of the weekly wages entrusted to them for distribution. [4-5-88 and 16-1-90]

*Workshops.*

The hours of labour in the brigade workshops are to be 48 per week all the year round. [18-11-97]

The chief officer is authorised to employ the workshops staff overtime when absolutely necessary, it being

(*Fire Brigade Committee—continued.*)

distinctly understood that overtime is not to be worked systematically. [12-5-98]

Cases of injury to men in the brigade workshops are to be dealt with on their merits as they arise. [14-7-98]

Sixpence a day out-money is to be paid to each of such workmen engaged in the brigade workshops as may be away from the workshops on service more than four hours, and sixpence a day is to be allowed as dirt money to each of such men when employed on specially dirty work. [31-3-98]

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### 9.—General Purposes Committee.

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The committee shall consist of one elected representative from each of the standing committees of the Council, with the addition of ten members to be elected by the Council.

It shall be the duty of the committee to report whenever necessary upon the conduct of the administrative work of the Council or of any of its committees or departments, and to make such recommendations with respect thereto and with respect to the standing orders of the Council or the references to the various committees as it may think fit.

The committee shall consider and report upon all questions relating to the appointment, duties, pay, superannuation, or dismissal of the heads of the Council's departments.

The committee shall put the superannuation and provident fund into operation, and shall decide all questions arising thereunder (subject to the order of reference to the Finance Committee on the same subject).

The committee shall be empowered to consider and report upon any matter not delegated or referred to any other committee. It shall be competent for the committee, in case of every new proposal which it may consider of sufficient importance, to point out its bearing on the law of the land, or on the Council's general lines of action, or on its financial policy, or on its previous votes, or on other work that it may have undertaken or have in contemplation.

It shall be the duty of the committee to recommend to the Council members for appointment by the Council on the Thames Conservancy Board, the Lee Conservancy Board, and other bodies of which the Council is



(*General Purposes Committee—continued.*)

empowered to elect members, except where the Council has specifically delegated the duty of selection to some other committee.

The committee shall consider and report in the case of the contemplated destruction of any building of historic or architectural interest what course of action the Council should adopt.



## 10.—Highways Committee.

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The committee shall consist of not less than 12 and not more than 15 members.

The following matters are delegated to the committee—

(1.) The maintenance, repair, cleansing and lighting of the Victoria-embankment, including the carriageway, footways and embankment wall, under the provisions of the Thames Embankment (North) Act, 1872.

(2.) The maintenance and lighting of the wall of the Albert-embankment and the footway adjoining, as provided by the Thames Embankment (South) Act, 1873.

(3.) The maintenance and lighting of the wall of the Chelsea-embankment and the adjacent footway, as provided by the Metropolitan Board of Works (Various Powers) Act, 1876.

(4.) The maintenance of the Grosvenor-road-embankment wall, as provided by the London Parks and Works Act, 1887.

There shall also be delegated to the committee—

The power of sanctioning the temporary closing of streets, under section 84 of the Metropolis Management Amendment Act, 1862.

The power of placing under one control streets and roads which are partly in one parish or district and partly in another.

The powers of the Council under the Metropolitan Subways Acts, 1868 and 1892, and the London Streets (Removal of Gates) Acts, 1890 and 1893.

*(Highways Committee—continued.)*

The committee shall consider and report upon all applications from local authorities for roads to be declared main roads, and upon all matters relating to main roads in London under the provisions of the Local Government Act, 1888. The committee may communicate with the highway authorities upon all such matters, and may, subject to the approval of the Council, enter into contracts for the maintenance and repair of such roads, and may supervise the carrying out of the same.

All matters connected with tramways in London shall stand referred to the committee, which shall report to the Council thereon from time to time as may be deemed expedient.

The committee shall have the control of all lands and buildings used for the purpose of any tramway belonging to the Council.

The committee may confer with the Parliamentary Committee as to the action to be taken with respect to all provisional orders and bills relating to any subject within the jurisdiction of the committee.

There shall also stand referred to the committee for consideration and report all questions relating to—

The Highways and Locomotives Act, 1878 (except such as relate to bridges under the supervision of the Bridges Committee).

Overhead telegraph, telephone, and other wires in London.

The Electric Lighting Acts.

The plans of railway bridges for which the approval of the Council is necessary.

The powers of the Council under the Railway and Canal Traffic Act, 1888.

The committee shall consider and report upon all matters relating to the Hackney and Stage Carriage

Acts, and upon the desirability of the powers under those Acts being transferred to the Council, and if so upon what conditions and subject to what limitations.

The committee shall enforce all by-laws made by the Council with respect to the various matters referred or delegated to the committee, and shall be authorised to prepare and submit to the Council for approval such other by-laws with respect thereto as may seem expedient.

The committee shall, notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure, be empowered to order all stores required for current use.

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#### REGULATIONS MADE BY THE COMMITTEE.

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The chief engineer is to present to the committee every three months a report on the railway bridges in course of construction, or authorised to be constructed, within the county of London.

The chief engineer is to inspect such railway bridges during construction and after completion, with the view of ascertaining that the works are executed strictly in accordance with the terms and conditions imposed by the Council.

The chief engineer is authorised to order stores and works to the value of £20. A book containing a record of orders given by the engineer under this authority is to be kept and produced at each meeting of the committee.

When extra men are employed on the Victoria-embankment during or after heavy falls of snow the following rules are to be observed—

Each man shall be supplied by the superintendent

*(Highways Committee—continued.)*

or timekeeper with a numbered ticket when he is engaged.

A book shall be kept in which shall be entered the name of each man employed, his number, and the hours at which he commences and leaves work.

A timekeeper from the engineer's department shall book the men's time, prepare the pay-sheet, and assist the cashier in paying the men.

The comptroller shall provide the money to be paid, and shall send a cashier to the office on the embankment to pay the men when required by the engineer.

Every man engaged shall produce the broom, shovel or other implement with which he has been supplied before he receives his pay.

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## 11.—Housing of the Working Classes Committee.

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The committee shall consist of not less than 12 and not more than 15 members.

The committee shall consider and report to the Council on all matters bearing on the housing of the working classes that may come within the scope of the Council's operations.

It shall be the duty of the committee to prepare and submit for the approval of the Council such improvement schemes under the Housing of the Working Classes Act, 1890, as the committee may from time to time consider necessary.

The committee shall carry into effect all dwelling improvement schemes resolved upon by the Council and confirmed by Parliament, and for this purpose, notwithstanding the further condition contained in standing order No. 258 relating to estimates of expenditure, there shall be specially delegated to the committee the power to acquire on behalf of the Council the property which has to be taken, the committee reporting subsequently thereon; and all works with respect to the housing of the working classes which the Council may resolve upon shall be carried out by and under the direction of the committee.

The committee shall be empowered to serve notices and make all necessary communications under the Housing of the Working Classes Act.

The committee shall, in consultation with the Corporate Property Committee, settle the conditions under which the land in any area dealt with under the Housing Act shall be sold or leased before it is handed

*(Housing Committee—continued.)*

over to the Corporate Property Committee for such purpose.

The committee shall exercise, when deemed necessary in connection with the clearance of unhealthy areas, the powers of the Council under the Public Health (London) Act, 1891, with regard to closing orders.

The committee shall have the control, maintenance, and management of all workmen's dwellings (including the letting of any shops connected therewith), and common lodging-houses belonging to the Council.

The committee shall, notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure, be empowered to order all stores required for current use.

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## 12.—Improvements Committee.

The committee shall consist of not less than 12 and not more than 15 members.

The committee shall have under its consideration all questions relating to street improvements in the county of London, and shall consider and report to the Council upon all applications on this subject from local bodies.

The committee shall be empowered to enter into correspondence and negotiations with the local authorities with reference to street improvements as to which applications shall have been received, or resolutions of the Council passed. No binding arrangement as to any such matter shall, however, be made without the consent of the Council.

It shall be the duty of the committee to carry out all street improvements for which the Council shall have obtained the authority of Parliament. For this purpose, notwithstanding the further condition contained in standing order No. 258 relating to estimates of expenditure, there shall be specially delegated to the committee the power to acquire, on behalf of the Council, the property which has to be taken, the committee reporting subsequently thereon, and, subject to the sanction of the Council, to enter into contracts for the making of roads, sewers, and other necessary works, including the formation or widening of viaducts or bridges over roads, railways, or canals, where such works form an integral part of a street improvement. All land and buildings acquired for street improvements shall be under the control of the committee until the improvement shall have been completed, when the surplus property shall be handed over to the Corporate Property Committee.



*(Improvements Committee—continued.)*

In order to enable the Council to regulate and control its expenditure on improvements—

(1.) The Committee shall bring up to the Council once in each year a report as to the improvements for which they recommend the Council to apply for powers in the next session of Parliament. Such report shall be accompanied by statements showing—

(a) The estimated cost of each of the proposed improvements.

(b) The annual charge on the rates for interest on and repayment of debt calculated on the net cost.

(c) The estimated cost of county improvements, and the amount of contributions to local improvements sanctioned by the Council during each of the five preceding financial years.

(2.) No recommendation for any such improvement involving an application to Parliament shall be brought up to the Council except as aforesaid.

(3.) Recommendations made from time to time with regard to minor improvements not involving an application to Parliament, or in respect of contributions to local improvements, shall be accompanied by a statement setting forth—

(a) The amounts sanctioned by the Council for such improvements during the then current financial year.

(b) The amounts so sanctioned in each of the five preceding financial years, and

(c) The amounts paid in each of the five preceding financial years.

[16-2-97]

REGULATIONS MADE BY THE COMMITTEE.

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Whenever a new road is about to be formed by the Council, the engineer shall, before the surface of the road be formed, or the pavements laid down, request the gas, water, electric and other companies having power to disturb the road and pavement, to lay the necessary pipes or wires at once, in order to prevent the road or paving being afterwards disturbed.

No application for a contribution towards the cost of a local improvement shall be entertained unless the proposed improvement shall have been submitted to the Council before being carried out, in order that the Council may judge of the necessity of the improvement. But if at or after the time of making the application the local authority shall resolve that the interests of the ratepayers would be prejudicially affected by delaying the commencement of the improvement until the receipt of the answer of the Council, then the local authority shall forthwith inform the Council of such resolution and of the grounds thereof, and the Council shall, if it so resolve, proceed with the consideration of the application notwithstanding the progress of the improvement.

Whenever the committee recommends a contribution towards the cost of an improvement to be carried out by a local authority, it shall be upon condition that if any money shall then have been, or shall thereafter be, lent by the Council to the local authority for the improvement, the local authority shall, simultaneously with the payment of the Council's contribution, repay to the Council in discharge or part payment of any principal money then remaining due in respect of the loan such a sum (if any) as shall be certified by the

*(Improvements Committee—continued.)*

comptroller of the Council to be proper (after giving credit for all proper deductions), to be then repaid to the Council, in order, as near as may be, to place the Council and the borrowing body in the same position in respect of the loan as if the loan had originally been for a sum equal in amount to the net cost of the improvement (when less than the estimated cost) after deducting the amount of the agreed contribution.

No contribution towards the cost of a local improvement shall be paid until the architect or chief engineer of the Council (as the case may be) shall have certified that the improvement has been completed in accordance with the plans approved by the Council, nor until the comptroller shall have certified to the net cost of the improvement.

The valuer shall have a survey made and, if necessary, cause photographs to be taken of all property coming into the hands of the Council, with the view of providing tenants or purchasers with evidence upon any ancient lights dominating the property. The dimensions of windows are to be stated on the back of each photograph.

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### 13.—Industrial and Reformatory Schools Committee.

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The committee shall consist of not less than 12 and not more than 15 members.

There shall be delegated to the committee—

(1.) The maintenance, management, and control of the industrial and reformatory schools belonging to the Council, and of all land and buildings held in connection therewith.

(2.) The power to enter into all contracts for the current expenditure of the schools.

(3.) The power to enter into contracts with the authorities of other certified industrial and reformatory schools for the reception into such schools of children from the county of London.

(4.) The power to expend money, under medical advice, in sending inmates of industrial and reformatory schools, under the jurisdiction of the Council, to convalescent homes and other charitable institutions of a similar kind, and in boarding them at such institutions; and the further power to subscribe, on behalf of the Council, towards the expenses of such institutions.

(5.) The power to expend money for the ultimate disposal by apprenticeship, emigration, or otherwise, of inmates of industrial and reformatory schools under the jurisdiction of the Council.

The committee shall have the control of all persons exclusively employed in connection with the industrial schools. The number of persons to be so employed, their respective rates of pay, and every appointment, promotion, or dismissal shall be subject to the approval of the Council.

(*Industrial Schools Committee—continued.*)

In the case of chief officers the committee shall report any suggested change to the General Purposes Committee, which shall make such recommendation to the Council thereon as it shall think fit.

The Committee shall be the Committee of Visitors for the Feltham Industrial School under the provisions of the Act 17 and 18 Vic., c. clxix.

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## 14.—Local Government and Taxation Committee.

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The committee shall consist of not less than 12 and not more than 15 members.

The following subjects are remitted to the committee for consideration and report, with power to make such recommendations thereon as it may think fit—

(1.) The systems of local taxation and local government in London.

(2.) Alterations or re-adjustments of the boundaries of the administrative county.

(3.) Applications in reference to division of parishes into wards, or re-adjustment of representation on vestries and district boards.

(4.) Any other questions arising between the Council and local bodies in the county, not specifically referred to any other committee.

(5.) All questions relating to assessment of property for rating throughout London, specially with a view to uniformity of treatment.

(6.) All questions relating to the assessment of the Council's property.

(7.) The division of parliamentary boroughs and electoral divisions into polling districts for the purposes of parliamentary and county council elections.

When the Council has decided to take action in any of these matters it shall be the duty of the committee to give effect to the Council's decision, and for this purpose it may enter into correspondence and negotiations and take legal proceedings on behalf of the Council, and incur such expenditure in connection therewith as

(*Local Government Committee—continued.*)

may be necessary, notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure.

The committee shall at its first meeting after re-appointment select not less than 5 and not more than 11 of its members for appointment by the Council as the County Rate Committee, under the Act 15 and 16 Vic., cap. 81, sec. 2, for dealing with the assessment of the hamlet of Penge and questions relating thereto.

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### 15.—Main Drainage Committee.

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The committee shall consist of not less than 12 and not more than 15 members.

The committee shall have control of all land, buildings, sewers, machinery, sludge vessels, and other property of the Council, acquired for the purposes of the main drainage of London or of the treatment or disposal of the sewage.

The committee shall consider all questions connected with, or appertaining to, the drainage of London and the treatment and disposal of the sewage.

All works connected with the main drainage and sewerage of London shall be carried out under the direction of the committee, and the committee shall have the control of all persons exclusively employed in connection with such works. The number of persons to be so employed, their respective rates of pay, and every appointment, promotion, or dismissal, shall be subject to the approval of the Council.

All applications for the consent of the Council to the construction, abandonment, extension, or alteration of local sewers, shall be submitted to and dealt with by the committee.

The committee shall prepare the schedules and obtain tenders for all coal supplied to the Council, and shall consider all questions relating to such supply.

The committee shall, notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure, be empowered to order all stores required for current use.

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## REGULATIONS MADE BY THE COMMITTEE.

The engineer may order stores and the execution of works under general contracts to the value of £20.

The chemist and the valuer may each expend for stores a sum not exceeding £20. A detailed list of the articles so ordered is to be submitted to the committee from time to time.

No new men above 45 years of age are to be engaged without a special resolution of the committee.

The engineer is to make a special report to the committee when any man has been receiving sick pay for more than a month.

When a member of the family of an employee is suffering from scarlet fever or small pox, such employee is required to take lodgings, the rent of which is to be paid by the Council.

When the men employed at the different stations are required to work overtime, they are to be allowed an equal time off duty, except in special cases of emergency or breakdown of machinery, when the matter is to be reported to the committee. The engineers at the out-fall stations are to be allowed time and a quarter off for the first two hours worked overtime, time and a half for the next two hours and upwards, and double time if called upon for extra work on Sunday in accordance with the London and district trade rules.

Men who occupy houses at the several stations are not to be allowed to sublet any part of the houses without the sanction of the committee, and no rent is to be received by the men in any case in respect thereof.

The first and second mates of the sludge vessels are to be required to hold master's certificates.

*(Main Drainage Committee—continued.)*

When a man is temporarily taking the place of a superior, his pay is not to be altered except under the direction of the committee.

All the sludge vessels are required, so far as possible, to leave the jetties at the Barking and Crossness outfall works an hour before high tide when proceeding to discharge cargoes in the Barrow Deep.

Each sludge vessel is expected under ordinary circumstances to make twenty-one trips every fortnight from Barking or Crossness to the Barrow Deep.

In the event of the sludge vessels having to run on Sundays the officers and crews are to be allowed equivalent time off duty on some other day.

Repairs to sludge vessels when executed on the gridiron at the Crossness outfall are to be carried out by and under the direct supervision of the superintendent of the station, but details of the work required, when approved by the mechanical engineer, are to be submitted to the committee beforehand. The engineering staff of the vessel under repair is, however, required to carry out such repairs to machinery as can be done on board, and the chief engineer is held responsible for the proper fitting of all parts renewed or repaired. Repairs executed by the shipwright while the vessels are in commission are to be carried out under the direction of the marine superintendent.

Old water boots supplied by the Council to flushers and others are to be returned to store when worn out, and new ones are only to be issued when the old are unfit for further use. The engineer is authorised to have the old boots repaired at his discretion.

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## 16.—Parks and Open Spaces Committee.

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The committee shall consist of not less than 24 and not more than 30 members.

The committee shall have the control and maintenance of all the parks, gardens, and open spaces belonging to or under the jurisdiction of the Council, as also of the trees on the Victoria-embankment.

The committee shall consider and report upon all proposals for the acquisition or laying out of new parks, gardens, or open spaces. All works authorised by the Council in connection with any such places shall be carried out under the direction of the committee.

The Wild Birds Protection Act, 1894, shall stand referred to the committee for consideration and report from time to time as may be necessary.

The committee shall have the control of all persons exclusively employed in connection with the parks, gardens, and open spaces of London, with the exception of those forming part of the general staff at the central offices of the Council. The number of persons to be permanently employed, their respective rates of pay, and every appointment, promotion, or dismissal shall be subject to the approval of the Council.

In the case of a head of the department, the committee shall report any suggested change to the General Purposes Committee, which shall make such recommendation to the Council thereon as it shall think fit.

The committee may enforce, or temporarily relax at discretion, any by-laws made by the Council for the proper use and management of the parks, gardens, and open spaces under its jurisdiction, and is authorised to prepare and submit to the Council for approval

(*Parks Committee—continued.*)

such other by-laws with respect thereto as may seem expedient.

The committee shall, notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure, be empowered to order all stores required for current use.

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#### REGULATIONS MADE BY THE COMMITTEE.

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##### *Advertisements. (See also "Tenders.")*

Whenever an advertisement is issued in connection with a rental at any park or open space, particulars are to be posted by the chief officer on the spot as well as advertised in the papers.

Heads of departments are authorised to advertise for tenders for work approved by the committee so soon as the expenditure is sanctioned by the Council. Advertisements are to be prepared by heads of departments and signed by the clerk.

##### *Business at meetings of Committee.*

Heads of departments are not to bring before any committee or sub-committee as "emergencies" (*i.e.*, without the subject matter being printed on the agenda) the following subjects—

Any application for increase of wages.

Any application for the continuance of the services of men, the expiration of whose term of service was known when they were first appointed.

Any motion involving the alteration of a decision already arrived at by the committee, or of a principle laid down by them.

*(Parks Committee—continued.)*

Any motion involving the expenditure of money, except for repairs or other small expenditure not exceeding £10 urgently needed, or legal costs requiring immediate attention.

*By-laws, proceedings under.*

Police-court proceedings are not to be instituted against persons under 14 years of age for their first offence, until the district sub-committee shall have had an opportunity of considering the case.

Whenever apologies are received for offences against by-laws, such apologies shall be communicated to the solicitor and placed on the agenda for the next meeting of the district sub-committee.

*Closing parks and gardens.*

When a park or garden is closed at night, persons are to be allowed to leave by the gate most convenient to them, up to fifteen minutes after the time of closing.

*Conveyances.*

The chief officer is authorised to make arrangements for the conveyance of the chairman of the committee to the various parks and open spaces under the Council's control.

*Contracts.*

No variation is to be made from the terms or conditions of any contract entered into by the Council for the carrying out of works without the authority of the Parks Committee, except in cases of emergency, and any variation so made is to be reported to the next meeting of the district sub-committee.

*Cricket.*

Allotments of cricket pitches are to be made before 1st May in each year for the whole of the season.

Clubs of less than 15 members not to be included in the list.

(Parks Committee—continued.)

*Deputations.*

The duration of speech on behalf of a deputation is to be limited to 15 minutes.

*Estimates and expenditure.*

The comptroller is to report the balances on estimates at the end of the financial year, in order that the Committee may report the same to the Council.

Heads of departments recommending capital outlay are to attach to their reports a recommendation of the number of years over which that outlay should be spread, and their reasons.

*Gratuities.*

Notices are to be prominently displayed at tennis-courts and other parts of parks and open spaces, to the effect that gratuities are not allowed to be demanded or received by any servant of the Council, and asking the public to assist in carrying out the order by reporting any attempted infraction of it. The staff is to be told that anyone demanding or accepting a gratuity will be dismissed.

*Icemen's wages.*

The chief officer is to certify for the wages of icemen and of sweepers, and the comptroller is to make such advances to the chief officer as may be necessary to enable that officer to pay extra men daily.

*Letting on hire.*

Persons are not to be allowed to place things for hire in the parks and open spaces.

*Medical aid, &c.*

The Council's officials are authorised to certify for the cost of medical aid in any case of illness or accident.

*(Parks Committee—continued.)*

The chief officer is authorised to certify for the payment for hire of cabs or other vehicles for the removal of persons who have met with accidents or serious illness.

*Music.*

Music is not to be allowed at any place without the consent of the committee, but the chief officer may grant the use of any existing band-stand to a band desirous of playing gratuitously, the ability of which has been certified by the musical adviser.

Band-stands are not to be used for purposes other than music, unless specially sanctioned by the committee.

*Photograph permits.*

The chief officer may issue permits for persons to photograph at parks, gardens, and open spaces.

[NOTE.—*These permits must be signed by the Clerk. See by-laws.*]

*Plants.*

Loans of plants, &c., are not to be made from the parks to outside bodies and private persons.

*Public meetings. (See also "Music.")*

Applications for use of vans as platforms at public meetings are to be laid before the respective sub-committees in all cases where possible. Should time not permit of this, the chief officer is to take the instructions of the chairman of the respective district sub-committee in each case; but in the event of this not being possible the chief officer is authorised to grant permission.

*References to Sub-Committees.*

All letters, reports, and other business to be dealt with by the committee shall, wherever possible, be laid in the first instance before the sub-committee to whose



division such matters of business respectively relate, and the sub-committee shall consider the same and report its conclusions to the committee for confirmation.

Except in case of urgency, no resolution of a sub-committee shall have any effect until confirmed by the committee.

If any matter is considered urgent, it shall be so stated on the agenda or in the officer's report, and the resolution of the sub-committee shall then be acted upon without waiting for its confirmation by the committee.

The general sub-committee shall consider all matters connected with the staff of the parks and open spaces.

#### *Refreshments.*

Tenders for the privilege of supplying refreshments in the Council's parks and open spaces are to be invited six months in advance. Tenancies are to be for one year, but determinable by the Council at one month's notice, and the rent is to be paid monthly in advance.

#### *Sketching.*

Persons are to be allowed to sketch in parks and gardens provided they confine themselves to the portions in which the public are allowed.

#### *Staff.*

No person is to be employed on the permanent staff who shall not have been employed on probation for a period of not less than three months in a similar capacity to that in which it is proposed he should be employed permanently.

The chief officer is to invite at least three candidates to attend before a sub-committee for any vacancy which is to be filled up.



*(Parks Committee—continued.)*

The minimum height of candidates for employment as constables is to be 5 feet 8 inches, and the maximum age 45 years.

Men employed to take charge of the gymnasiums are to produce a certificate of ability either from an army gymnasium or some competent school of instruction.

The chief officer is authorised, when a charge is made against any person employed in the parks or on open spaces, to take any action he may think necessary, reporting the same to the next general sub-committee.

No official on the permanent staff is to be discharged without having the opportunity of appearing before a committee.

The chief officer is authorised to employ such of the outdoor staff as are entitled to overtime when necessary on overtime, reporting at each meeting of the committee the expense so incurred.

Each park superintendent is to be allowed to submit through the chief officer a half yearly report direct to the committee, and is to be in attendance on the day when the report is presented. The reports are to be made on 1st April and 1st October and are to be printed.

Park foremen, inspectors, sergeants, constables, night watchmen, propagators of plants, gangers, leading labourers, tree pruners, labourers, gardeners, lavatory attendants, gymnasium attendants, and other persons employed on weekly wages or daily or hourly pay are to be employed for the general service of the department, so that the committee may be able to transfer them from one place to another, but the convenience of the men is to be considered as far as possible before their transfer.

The comptroller is to report whenever the expenditure for temporary labourers, which is not already authorised by a distinct vote of the Council, shall exceed the sum of £50.

*Stores, &c.*

The chief officer is authorised on emergency to order stores for either of the three depots, to the extent of £20 for each place.

*Trees, plants, &c.*

No tree of more than 10 years' growth is to be cut down or removed, except in cases of emergency, without a distinct order of the committee; and in the event of the chief officer ordering the removal of a tree on emergency, he is to report the fact to the committee at its next meeting.

The chief officer is authorised to give away surplus bedding plants.

*Work on emergency.*

The chief officer may incur expenditure not exceeding £5 on any matter connected with parks and open spaces, reporting the same to the committee for approval.

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### 17.—Parliamentary Committee.

The committee shall consist of not less than 12 and not more than 15 members, with the addition of not more than 15 members of the legislature, who are members of the Council.

The committee shall be charged with the following duties—

(1.) To consider and report upon all provisional orders and bills affecting the county of London, and to take such action in relation thereto as the Council may authorise; and for that purpose the committee is empowered to prepare and present petitions, to appear by counsel and to employ agents and witnesses in support of such petitions, and to take such other action as may be necessary or expedient to give effect to the resolutions of the Council, and incur such expenditure in connection therewith as may be necessary, notwithstanding the conditions contained in standing orders Nos. 254 and 258 relating to estimates of expenditure.

(2.) To promote such bills as the Council may have resolved to introduce into Parliament. For this purpose the committee shall be empowered to give all notices, order the preparation of plans and books of reference, prepare and deposit such bills, and take all such steps as may be required to comply with the standing orders of Parliament; and further, to employ such counsel, agents, and witnesses as may be necessary, and incur such expenditure in connection therewith as may be necessary, notwithstanding the conditions contained in standing orders Nos. 254 and 258 relating to estimates of expenditure.

The chairman and vice-chairman of any committee on whose recommendation any subject is being dealt with in bills in Parliament promoted by the Council, shall be invited to attend the committee when the particular subject is under consideration, and shall have the right of speaking and voting thereon.

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#### REGULATION MADE BY THE COMMITTEE.

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In the month of November in each year, when notices of intended applications to Parliament are published, and plans of proposed works are deposited with the Council, the chief engineer shall communicate with the vestry or district board of every parish or district affected by any scheme, and ascertain what objections such local bodies have to the scheme, or any part of it, and what provisions they may think requisite for the protection of the public interests of their respective parishes or districts, and in his report to the Council on the schemes he is to specify the objections, and the provisions required.

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## 18.—Public Control Committee.

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The committee shall consist of not less than 12 and not more than 15 members.

The committee shall exercise the powers of the Council under the following Acts of Parliament:—

The Explosives Acts (and Orders in Council thereunder).

The Petroleum Acts.

The Infant Life Protection Act, 1897.

The Weights and Measures Acts.

The Shop Hours Acts.

The Acts relating to the testing of gas and the testing of gas-meters.

Provided that all by-laws under the Acts above mentioned shall be made by the Council on the recommendation of the committee.

There shall stand referred to the committee all questions relating to—

- (1.) The office of coroner in the county of London, the districts of the coroners, the provision of coroners' courts, and the fees, allowances, and disbursements to be allowed to coroners.
- (2.) The provision of a constant supply of water, under the Metropolis Water Act, 1871.
- (3.) The certifying of places of safety under the Prevention of Cruelty to Children Act, 1894.
- (4.) The prevention of nuisance from smoke, under the Public Health (London) Act, 1891.
- (5.) The Fertilizers and Feeding Stuffs Act, 1893.

The committee shall consider all questions and conduct all needful inquiries relating to markets in London.

The committee shall have the control of all persons exclusively employed under the Acts of Parliament

above specified. The number of persons to be so employed, their respective rates of pay, and every appointment, promotion, or dismissal shall be subject to the approval of the Council.

The committee shall be the Diseases of Animals Acts Executive Committee; and as such shall exercise all the powers of the Council as the local authority under the Diseases of Animals Act, 1894 (except the power to make a rate or to borrow money). All orders and acts of the committee shall be made and done in the name of the Council.

The committee shall, notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure, be empowered to order all stores required for current use.

The committee may on behalf of the Council make orders under section 7 of the Infant Life Protection Act, 1897, and direct the seal of the Council to be affixed thereto.

[26-10-97]

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#### REGULATIONS MADE BY THE COMMITTEE.

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The chief officers of the Public Control and Chemical departments are empowered to incur expenditure up to £20, and are to submit at each meeting of the Committee a report of any expenditure so incurred.

The chief officer of the Public Control department is empowered to order from time to time the necessary fodder for horses at the weights and measures offices.

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## 19.—Public Health Committee.

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The committee shall consist of not less than 12 and not more than 15 members.

The committee shall consider and report to the Council on all matters affecting the public health which are not within the reference to any other committee.

The committee shall exercise the powers of the Council under the Public Health (London) Act, 1891, with the exception of the powers relating to the provision of coroners' courts and the prevention of smoke nuisance, and with the exception, when necessary, of powers with regard to closing orders which the Housing of the Working Classes Committee may consider it desirable to exercise in connection with the clearance of unhealthy areas; provided that all by-laws under the Act shall be made by the Council on the recommendation of the committee; provided also that the committee shall obtain the sanction of the Council before putting in force sections 100 and 101 of the Act.

The committee shall exercise the powers of the Council under the Common Lodging Houses Acts, 1851 and 1853, which powers were transferred to the Council by the Local Government Board Provisional Order Confirmation (No. 12) Act, 1894.

The committee shall consider all questions relating to the appointment by the local authorities of medical officers of health, and the reports sent to the Council by such officers.

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## 20.—Rivers Committee.

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The committee shall consist of 15 members, namely, the six representatives of the Council on the Thames Conservancy Board, the representative of the Council on the Lee Conservancy Board, and eight other members to be added by the Council.

The committee shall deal with all questions connected with the conservancy of the rivers Thames and Lee which are not within the order of reference to any other committee.

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### REGULATION MADE BY THE COMMITTEE.

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Whenever anything is to be brought to the notice of the Thames or Lee Conservancy Boards, the officers are to furnish the Council's representatives on those Boards respectively with full particulars.

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## 21.—Stores Committee.

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The committee shall consist of not less than 12 and not more than 15 members.

The committee shall consider and report as to the provision of all store depots.

The committee shall control all store depots and the staff exclusively employed in connection with the stores department, and shall carry out the regulations of the Council as to store accounts, tenders for stores, and the ordering, issue, and condemnation of stores.

The committee shall undertake the preparation of the schedules and the consideration of the tenders for all goods (except coal) supplied to the Council.

The ordering and receipt of clothing and boots for the Fire Brigade shall be undertaken by the Committee, aided by competent examiners to be employed for the purpose.

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## 22.—Technical Education Committee.

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The committee consists of 35 members—20 members of the Council and 15 other persons.

The committee shall be called and known by the name of the Technical Education Board.

The committee shall exercise all the powers of the Council under the Technical Instruction Acts, 1889 and 1891, except as hereunder specially mentioned.

The committee shall report to the Council and obtain the Council's order upon all proposals which involve—

(a) The raising of a rate or the borrowing of money;

(b) The purchase of land or the taking on lease of lands or houses for periods longer than one year ;

(c) The acceptance of property on trust for the purposes of technical instruction.

With any report under (b) the committee shall present a statement showing the total liabilities incurred by the Council upon the recommendations of the Technical Education Board, and the estimated increase in liability involved by the proposal under consideration.

With any report under (c) the committee shall present a report by the solicitor of the Council as to how far the proposed trust is one that the Council can legally undertake.

The annual cost incurred by the Council in any of the matters above referred to shall be repaid to the Council by the committee.

The committee shall present to the Council in the month of April in each year a report of its proceedings during the preceding financial year of the Council, together with detailed accounts of all payments out of

(*Technical Education Committee—continued.*)

the funds administered, and a complete list of the institutions aided by it; and interim reports of the progress of its work are to be presented to the Council every three months.

It shall be the first duty of the committee to provide considerable further facilities for practical and technical education in the poorer and manufacturing districts of London, provided that no scholarship shall be given of a less value than £10 per annum.

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### 23.—Theatres and Music-halls Committee.

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The committee shall consist of not less than 12 and not more than 15 members.

The committee shall consider and report upon all questions arising out of or connected with the 11th, 12th, and 13th sections of the Metropolis Management and Building Acts Amendment Act, 1878, relating to theatres, music-halls, and other places of public entertainment, and the 45th section of the Metropolitan Board of Works (Various Powers) Act, 1882, relating to the improvement of the means of exit from such buildings.

The committee shall investigate all applications for licences for music, dancing, theatres, and race-courses, and shall, subject to the approval of the Council, make regulations with respect thereto. It shall be empowered to inquire into the conduct and management of any places so licensed, and to report thereon to the Council from time to time.

The committee shall be empowered to appoint inspectors for theatres, music-halls, and other places of entertainment, and to make such regulations in regard to their duties and pay as the committee may think fit, reporting quarterly to the Council.

The committee shall inform the Lord Chamberlain of all certificates granted by the Council to theatres within his jurisdiction.

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#### REGULATIONS MADE BY THE COMMITTEE.

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During the month of August the clerk of the Council shall send a copy of the orders relating to applications for licences, and a circular notice, to the clerks of the

*(Theatres Committee—continued.)*

several vestries and district boards, and to the churchwardens and overseers of the several parishes in the above-mentioned county, setting forth the date when the Licensing Committee will sit to hear applications; intimating that it is the duty of applicants to send to each of the above public officials a copy of the notice of application; and requesting that such copies should be placed in a conspicuous part of the public buildings over which the above officials respectively have authority.

The clerk of the Council shall, four weeks before the meeting of the Committee, send a copy of the list of applications, arranged in alphabetical order of County Council electoral divisions, and a copy of the licensing orders, to every member of the Council. He shall also send copies to the clerks of the peace, to the clerks to the justices in the several petty sessional divisions, to the commissioner of police, to the superintendent of each division of the police in the county, and to the excise office, with an enquiry whether any and what complaints as to any of the applicants or the licensed premises have been made; and the returns thereto (if any) shall be laid before the Committee when the applications are heard.

The clerk of the Council shall cause the list of applications to be arranged under the heads—

“Applications for Renewals” and “Applications for New Licences.”

Seven days before the meeting of the Committee the clerk of the Council shall cause a list to be printed showing all opposed applications, and shall send a copy of such list to every member of the Council.

In cases other than those where the Council is recommended to grant a licence without any restriction

or conditions, the clerk of the Council shall send a copy of the report of the Committee to the applicants three days before the meeting of the Council sitting as the licensing authority.

The Committee may, in their discretion, receive evidence orally or in writing; or may require a statutory declaration to be made by the party giving the evidence.

Any member of the Committee may put questions, but the chairman may at any time require such questions to be put directly through him.

The chairman shall not on his own responsibility reject any question. But if the chairman or any other member of the Committee take exception to any question, on the ground of order or relevancy, the chairman shall forthwith take the sense of the Committee thereon without debate.

The chairman may vote. In case of an equality of votes, he may give a second or casting vote. [*L. G. A.* 82 (1).]

When notices are served under the Act of 1878 as to structural defects, three months shall be allowed for the commencement of the works, and six months for their completion. In all notices served under the Act of 1882, with respect to the fastenings on exit doors and other matters, the time allowed for the execution of the work shall be 28 days.

The clerk is authorised to invite owners and applicants to attend the committee in the event of their requesting permission to do so.

The clerk shall make a record of all cases in which an undertaking has been given by the licensee with respect to the future disuse, or non-renewal of his licence.

*(Theatres Committee—continued.)*

The clerk shall supply to every applicant for a certificate a copy of the regulations with regard to places of public entertainment, and inform him that the application must be made in accordance therewith.

Every person who receives a certificate under the Act of 1878 shall be informed that the issue of the certificate does not preclude the Council from considering on its merits any application which may hereafter be made with respect to the licensing of the building.

The clerk shall keep a register of all licensed concert-rooms that have been permanently reduced in area below 500 square feet.

Whenever the consideration of a matter has been adjourned for a specified period, the clerk shall remind the parties of their obligations just before the expiration of the period.

Whenever the committee proceeds to view a building, the report of the superintending architect thereon shall be prepared before the visit, so as to be available for reference during the inspection of the building.

A statutory declaration is to be the minimum evidence required as to the character of an applicant in the case of a transfer.

The architect shall in all cases where living rooms exist in, above, or immediately contiguous to, any licensed place of public entertainment, call the attention of the committee to the fact at the earliest possible moment.

In all cases where it is brought to the knowledge of the clerk that premises formerly licensed for music or for music and dancing have ceased to be so licensed, he shall communicate the information to the Commissioner of Police.

The whole committee shall be summoned on the occasion of every view.

In every case of a first application for a music or dancing licence the premises shall be viewed by the committee or a sub-committee thereof.

A statutory declaration shall be required in all cases of applications for transfers as well as for renewals of licences.

The first meeting of the committee (sitting as the Licensing Committee) in every month shall be fixed for the hearing of applications for the transfer of music, or music and dancing licences, at half-past two o'clock in the afternoon.

The architect shall cause a book to be kept for recording all official visits and inspections made to theatres and music-halls by his staff; the book shall be placed on the table at each meeting of the committee for the inspection of members, and the architect shall also report to the committee when such visits or inspections are made.

The solicitor shall give full information to the clerk with respect to cases in which he (the solicitor) has been directed to take proceedings, so that the clerk may keep a record for use in committee.

The architect shall in all cases report with respect to the condition, situation, and any other particulars of premises for which an application for a licence or a transfer of a licence is made.

The clerk shall communicate any cases of unlicensed premises being used for public entertainments which may come to the knowledge of the committee, both to the Commissioner of Police and to the clerk to the Justices who grant the liquor licences.



*(Theatres Committee—continued.)*

Whenever the committee inspects a theatre or other place of public entertainment, the architect shall report beforehand on the sanitary condition of the dressing-rooms and of the place generally.

When alterations are proposed at any theatre the architect shall report to the committee, not only upon such proposed alterations, but also upon all other matters in connection with the structural condition of the premises which in his opinion require attention.

In future, when a district surveyor is instructed or has occasion to report upon any question connected with a house or place licensed by the Council for public entertainments and therefore within the jurisdiction of the committee, the architect shall request the district surveyor to make such report direct to the committee.

Whenever the committee grant a temporary licence for stage-plays, there shall be a condition attached prohibiting the sale of intoxicating liquors in the auditorium of the premises for which the licence is required.

When the architect reports as to the structural condition of any premises, he is also to report as to their sanitary arrangements.

The solicitor, before taking out a summons against any person for having an entertainment in unlicensed premises, is to ask the architect to ascertain the exact size of the room in which the entertainment was given.

The clerk is to communicate to the Lord Chamberlain the requirements of the Council with regard to structural alterations at any theatre licensed by his lordship which has received a certificate under the Act of 1878.

Where plans of proposed buildings have been approved by the Council, and subsequently further plans are submitted of buildings to be erected on the same site, the clerk is to ask the first applicant whether it is his intention to withdraw the plans already sanctioned by the Council, and also to ask the person forwarding the further plans to state whether he is aware of the previous application and of its approval by the Council.

All applications for occasional licences for stage-plays in connection with premises licensed by the Council must be made by the person to whom the licence for music or music and dancing has been granted by the Council.

The architect is not to report to the committee on applications for altering old or constructing new buildings unless he has made a proper survey of the premises, and tested the drawings with the Council's regulations to see if they should or should not be approved.

The officers shall not submit any urgency reports to the committee without an instruction from the Chairman of the committee.

The Architect shall see that all additions to plans that have been deposited with the Council are made in ink and initialled by the parties making them.

The Architect shall, when reporting on drawings of new premises, call the attention of the committee to any seats that may be useless for the purpose of seeing the performance.

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## 24.—Water Committee.

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The committee shall consist of not less than 16 and not more than 20 members.

The committee shall prosecute and conduct all needful inquiries and negotiations relative to the supply of water or to companies supplying water in or near London, and shall consider the steps to be taken for acquiring the undertakings now supplying London or for providing a new supply, and notwithstanding the condition contained in standing order No. 254 relating to estimates of expenditure, the committee shall have power to incur expenditure in relation to the above-mentioned inquiries and negotiations.

The committee shall conduct any negotiations with the water companies for purchase or otherwise which may be authorised by the Council.

There shall stand referred to the committee all questions relating to the Metropolis Water Act, 1897.

[2-11-97]

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# INDEX.

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